

SECTION 2 - GENERAL PROCESSING

C5. REUTILIZATION, TRANSFER & DONATION (RTD) PROGRAM

TABLE OF CONTENTS

C5. REUTILIZATION, TRANSFER & DONATION (RTD) PROGRAM	5-4
C5.1. RTD Program Mission	5-4
C5.1.1. Central/RIPL DRMO/Contracted Personnel Mission Directive	5-4
C5.2. DRMO RTD / Operations.....	5-6
C5.2.1. Screening, ESD (End of Screening Date) and Operational Issues	5-6
C5.3. RTD Instructions.....	5-6
C5.3.1. Sequence of This Instruction.....	5-6
C5.4. Screening, Tagging and Freezing.....	5-7
C5.4.1. Utilizing Excess and Surplus Property Policy	5-7
C5.4.2. DRMO Physical Screening.....	5-7
C5.4.3. Electronic Screening	5-9
C5.4.4. Reutilization Screening	5-10
C5.4.5. Tagging - Customers Placing Items on Hold.....	5-12
C5.4.6. Use of Want Lists	5-12
C5.4.7. Screening Cycles	5-12
C5.4.8. Expedited Processing	5-13
C5.4.9. Recycling Control Point (RCP) Depot Screening and Tagging	5-14
C5.4.10. Submit Freezes in DAISY	5-15
C5.5. Allocation and Approvals	5-15
C5.5.1. Guidance for Allocation	5-15
C5.5.2. DRMO CONUS and OCONUS Reutilization/DOD, Transfer and Donation Customers Paragraph edited on 12 Oct 2006	5-16
C5.5.3. CONUS Transfer/Federal and Donation/State Agencies	5-21
C5.5.4. OCONUS Transfer/Federal and Donation/State Agency	5-22
C5.5.5. RCP (CONUS)	5-22
C5.5.6. Allocation Quantities	5-22
C5.6. Reutilization and DOD Processing	5-23
C5.6.1. Description of Reutilization Process - Terms	5-23
C5.6.2. DOD Customers and Special DOD Programs.....	5-24
C5.6.3. Requisitioning	5-24
C5.6.4. Reserve Officer Training Corps Clarification	5-27
C5.6.5. Reimbursable Property	5-27
C5.6.6. Training Needs and Targets.....	5-27
C5.6.7. Item Restrictions	5-28
C5.7. Special Programs and Special Processes.....	5-30
C5.7.1. DOD Computers for Learning	5-30
C5.7.2. Foreign Military Sales.....	5-33

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C5.7.3. Issues of Excess Personal Property to the Law Enforcement Support Offices (LESO)	5-35
C5.7.4. Small Arms Approval Required.	5-36
C5.7.5. Issuing Reimbursable Property at the DRMO	5-36
C5.7.6. Withdrawal From Sales For Reutilization Processing.....	5-37
C5.7.7. Not Mission Capable For Supply (NMCS) Requisition Processing	5-39
C5.8. Transfer and Donation	5-41
C5.8.1. Transfer - Terms	5-41
C5.8.2. Transfer Customers	5-41
C5.8.3. Donation.....	5-41
C5.8.4. Donation Customers	5-42
C5.8.5. Transfer and Donation Screening	5-42
C5.8.6. Requisitioning or Ordering	5-44
C5.8.7. Transfer and Donation Restrictions.....	5-45
C5.8.8. Release of Vehicles	5-48
C5.9. DAISY and DRMS Web Site Functions	5-49
C5.9.1. Interrogations / Inquiries.....	5-49
C5.9.2. NSN Interrogations.....	5-51
C5.9.3. File Maintenance Inventory Imbalance Report and MSC Q Report and Restarts (DAISY)	5-52
C5.10. Transfer Orders	5-54
C5.10.1. General Explanation - Transfer Orders	5-54
C5.10.2. Instructions for Receipt of Transfer Orders	5-54
C5.10.3. Procedure for Processing SF 122	5-55
C5.10.4. Instructions for Processing SF 123 for Donation.	5-56
C5.10.5. Common Processes for SF 122 /123	5-57
C5.11. PROPERTY RELEASED/ISSUED Added 11 Jan 2007	5-61
C5.11.1. Process AR0 (Material Release Confirmation)	5-61
C5.11.2. Enter AE6 transaction	5-61

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TABLE OF FIGURES

Figure 1 - FMS Condition Codes 5-35

SECTION 2 - GENERAL PROCESSING

C5. REUTILIZATION, TRANSFER & DONATION (RTD) PROGRAM

C5.1. RTD Program Mission

C5.1.1. Central/RIPL DRMO/Contracted Personnel Mission Directive

C5.1.1.1. Reutilization, Transfer and Donation (RTD) are our first mission responsibility. Encourage reutilization, transfer or donation of excess, surplus and foreign excess personal property; especially those items requiring demilitarization (DEMIL), to satisfy requirements. The goal of RTD is to redistribute goods bought with taxpayer money to defray the cost of federal, state and local government. Another RTD goal is to benefit other authorized donees. Seek to satisfy requirements, which provide these benefits.

C5.1.1.2. RTD Screening. All DEMIL required property must go through RTD screening, unless approval to reduce the screening timeframe has been approved by DRMS-BBR. Only property received by the DEMIL centers from the feeder site DRMOs and RCP that have previously completed RTD screening is authorized to go direct to record status code "W".

C5.1.1.3. Means of RTD promotion:

C5.1.1.3.1. Use customer visits.

C5.1.1.3.2. Use flyers or other e-mail communication.

C5.1.1.3.3. Use of Internet (users with access to worldwide Web can access Internet through the DRMS Web Site.) See RTD Web Page <<http://www.drms.dla.mil/drms/intranet/rtd/rtd.htm>>. Click on *Property Search*.

C5.1.1.3.4. Use special screening events.

C5.1.1.3.5. Schedule briefings for DOD supply personnel.

C5.1.1.3.6. Encourage use of automated wish/want lists.

C5.1.1.3.6.1 DRMO personnel shall use the DRMO Pre-Receipt Data Application to help match property with a known RTD customer prior to Receipt. Customers submit electronic Want Lists, which are matched against electronic Pre-Receipt notifications. Customers determine if they want the items or not. If yes, the DRMO RTD specialist will be notified. RTD Specialist must coordinate the receipt and redistribution efforts with their DRMO's Receiving Section. From the RTD Web Page click on the RTD Customer Want List Pre-Receipt Guide <<http://www.drms.dla.mil/rtd03/documents/PreReceiptWantListGuidancehelp.pdf>>

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C5.1.1.4. Authorization Use of Rubber Stamp (Signature Block Only). When entering signature data on RTD Issue Documents, RTD customers, as well as DLA employees, will complete a signature block that includes a typed/printed name as well as signature to authenticate RTD transactions. Rubber stamp may be used to satisfy typed/printed name requirement only. Stamps may not be used for signature requirements.

C5.1.1.5. Customer Information Request:

C5.1.1.5.1. Each respective DRMO will conduct a daily review of the RTD Intranet site for customer's questions regarding property located at their DRMO by accomplishing the following steps. The Web site is located under the title "System/Applications" then "FLIS+" at: <https://www.drms.dla.mil/drms/flisplus/>

C5.1.1.5.2. Select Customer Information Requests and Reports on Info Requests options.

NOTE: Step-by-step procedures are also provided at the FLIS+ Intranet Site.

C5.1.1.5.2.1 DRMO representative will enter their RIC.

C5.1.1.5.2.2 DRMO Representative will select a DTID (doing so will take the reviewer to the FLIS+ application).

NOTE: If DRMO Representative does not have access to FLIS+ please submit an AURA request to your TASO to establish an account.

C5.1.1.5.2.3 Conduct research and update FLIS+ with response(s) to customer's question(s). For guidance on filling in responses, select help.

C5.1.1.5.2.3.1 When answer completed, select "Respond to Request" button.

C5.1.1.5.2.3.2 Review confirmation page.

C5.1.1.5.2.3.3 Select "Save All" button.

C5.1.1.5.2.4 Updating and saving of responses in FLIS + will automatically forward responses to customers, make updates to the informational web pages, and change the status to closed.

C5.1.1.5.2.5 All customer questions should be answered within three working days.

C5.1.1.5.2.6 Open questions will be followed up after five (5) working days by HQ DRMS staff, with the applicable DRMO staff. In addition, an e-mail will be sent to the respective DRMO Chief.

C5.2. DRMO RTD / Operations

C5.2.1. Screening, ESD (End of Screening Date) and Operational Issues

C5.2.1.1. While the specialized RTD methods listed above are used, the practice of screening by the customer remains the major method for RTD. Screening is a continuing process from the receipt of property into the accumulation cycle until End of Screening Date (ESD). Do not downgrade property until after ESD. In the receipt process, the property is placed within a current accumulation to ensure it receives the same screening

NOTE: No RTD function involved; this is a receiving function on the front end and a distribution function after ESD.

C5.2.1.2. Under the Central/RIPL concept, the Chief determines if a satellite or the central site performs the RTD administrative duties, i.e. issuance of SF 97s, processing requisitions/transfer orders, etc. Screening and requisitions operations will be covered in detail throughout this chapter of instruction. DRMS Operations will work with the Chief should problems arise.

C5.2.1.2.1. DRMO personnel should work issues/problems through their chain of command. DRMS HQ points of contact for day-to-day related DRMO operational issues are:

C5.2.1.2.1.1 CONUS - DRMS Operations

C5.2.1.2.1.2 RCI - DRMS RCI Operations Reps

C5.2.1.2.2. The DRMS Reutilization Branch - DRMS-BBR is responsible for new RTD initiatives, analyzing and making recommendations on the RTD program, and coordinating changes to policy and procedures through the DRMS Business Operations (DRMS-BA).

C5.3. RTD Instructions

C5.3.1. Sequence of This Instruction

C5.3.1.1. Throughout this section, you will be provided detailed instruction on the RTD program. This revision is broken out into paragraphs on:

C5.3.1.1.1. General Screening for Property

C5.3.1.1.2. Allocations

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C5.3.1.1.3. Reutilization to DOD Programs

C5.3.1.1.4. Special DOD Programs

C5.3.1.1.5. Transfer and Donation Program

C5.3.1.1.6. DAISY/Web MILSTRIP Functions

C5.3.1.1.7. DAISY Transfer Order Functions

C5.4. Screening, Tagging and Freezing

C5.4.1. Utilizing Excess and Surplus Property Policy

C5.4.1.1. It is DOD policy to utilize excess and surplus property to the maximum extent possible to fill existing needs. DRMO personnel will encourage maximum authorized redistribution or transfer of excess, surplus, and foreign equity property to satisfy valid requirements.

C5.4.1.2. DRMO Reutilization personnel will furnish screener orientation and assistance as necessary to create good customer relations and to enhance timely and accurate screening, freezing, and issue transactions.

C5.4.1.3. Allow screening of all excess property located at the DRMO (to include RCP and Contracted Sites) upon DAISY entry and until items are reutilized, transferred, donated, or until expiration of the end of screening (ESD).

C5.4.1.4. At ESD, the property systemically passes to the merchandising cycle.

C5.4.1.5. After ESD, the DRMO Chief makes the determination whether or not to fill a high priority request or Not Mission Capable Supply (NMCS) request.

C5.4.1.6. If Bar Coding is in use (electronic DRMS Form 103) a consolidation inquiry should be done daily. Refer to the AIT manual if needed.

C5.4.2. DRMO Physical Screening

C5.4.2.1. The following applies to walk-in/on-site screening:

C5.4.2.1.1. The work area of the DRMO Reutilization personnel having direct contact with screeners during the screening process should be located near the property screening area.

C5.4.2.1.2. Layout of property should be by Accumulation Cycles.

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C5.4.2.1.3. Personnel will be available to give advice in screening procedures.
Post days/hours of operation.

C5.4.2.1.4. RTD customers must sign-in to screen.

C5.4.2.1.5. DRMS Form 147, Visitors Register.

C5.4.2.1.5.1 Include DODAAC or individual DOD Unit's name, in the clear address, and vehicle plate number.

C5.4.2.1.6. RTD customer must have proper identification:

C5.4.2.1.6.1 DOD - Military ID card or Employee ID card.

C5.4.2.1.6.2 Federal Employee ID card

C5.4.2.1.6.3 Donation - Suitable identification approved by GSA or Letter of Authorization.

C5.4.2.1.7. Provide Bar Coding equipment or blank copy of DRMS Form 103 to customers.

C5.4.2.1.7.1 Instruct customers on proper use of barcode equipment.

C5.4.2.1.7.2 Once DRMS Form 103 is completed by the customer:

C5.4.2.1.7.2.1 Check for completeness, accuracy, and availability through a consolidated inquiry.

C5.4.2.1.7.2.2 Make one copy of completed form and provide to customer for processing.

C5.4.2.1.7.2.3 Maintain original on file at DRMO.

C5.4.2.1.7.2.4 For an example of DRMS Form 103, go to Adobe Forms.

C5.4.2.1.8. Customers will no longer be provided tags, as tags are no longer considered for "holding purposes."

C5.4.2.1.9. Advise customer of DEMIL and/or Hazardous Material requirements.

C5.4.2.1.10. Check DOD Special Program and Donation Form 103 against their authorization lists if applicable.

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C5.4.2.1.11. How and where requisitions are to be submitted.

C5.4.2.1.11.1 DOD through their Accountable Property Book Officer

C5.4.2.1.11.2 Federal and Donation through GSA FEDS.

C5.4.3. Electronic Screening

C5.4.3.1. Customers are to access the [DRMS Web Page](http://www.drms.dla.mil) (www.drms.dla.mil) for items located at:

C5.4.3.1.1. a DRMO or Off-Site

C5.4.3.1.2. a Recycling Control Point (RCP) site

C5.4.3.2. Queries may be done by DOD customers accessing the Reutilization option:

C5.4.3.2.1. by National Stock Number (NSN)

C5.4.3.2.2. National Identification Number (NIIN)

C5.4.3.2.3. Federal Supply Class (FSC)

C5.4.3.2.4. Commodity

C5.4.3.2.5. and queries may be further defined by location of property, condition code and time entered inventory.

C5.4.3.3. CONUS DRMO DOD Customers will find items in their screening cycles under "DOD" and "DOD2" or FEPP options.

C5.4.3.4. CONUS DRMO DOD Customers may contact the General Services Administration for items in "GSA" cycle through FEDS.

C5.4.3.5. The following Special DOD program may not freeze items in GSA's FEDS:

C5.4.3.5.1. LESO

C5.4.3.5.2. HAP

C5.4.3.5.3. FMS

C5.4.3.6. Federal Agencies and donees may screen items from the DRMS RTD Web

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site, but may not tag or requisition an item before it is received by GSA, for the 21-day GSA formal screening cycle.

NOTE: The DRMS Inventory can be accessed through other web sites, i.e. Web Link, Log Tool Box, etc.

C5.4.4. Reutilization Screening

C5.4.4.1. All excess and Foreign Excess Personal Property (FEPP) shall be made available for screening before becoming surplus for donation, sale, or other disposal unless specially underlined in DOD 4160.21-M, Chapter 4, Property Requiring Special Handling; Chapter 9, Disposal of FEPP; and Chapter 10, Environmentally Regulated and Hazardous Property.

C5.4.4.2. Reutilization Screening is accomplished by:

C5.4.4.2.1. Electronically through use of the [DRMS Home Web Site](#) under RTD or through another DOD web site.

C5.4.4.2.2. Through automated Want List matched against the DRMS inventory.

C5.4.4.2.3. Through visual inspection/walk through at the DRMO site where the items are located.

C5.4.4.2.4. CONUS DRMO employees should encourage DOD customers to access GSA's FEDS once items rolled into the GSA Screening Cycle.

C5.4.4.3. Army customers often get billed internally within the Army; therefore, remind this group of customers to check with their Accountable Supply Officer prior to screening.

C5.4.4.4. CONUS Screening Cycle guidance: (See Section 4, Supplement 2, RTD Program, Enclosure 2).

C5.4.4.4.1. Accumulation 7 days.

C5.4.4.4.1.1 All DOD customers, to include DOD Special Programs listed in DOD 4160.21-M, Chapter 5, may screen items.

C5.4.4.4.2. DOD 14 day screening.

C5.4.4.4.2.1 All DOD customers to include those listed as DOD Special Programs may screen items.

C5.4.4.4.3. GSA Screening Cycle 21 days.

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C5.4.4.4.3.1 DRMO will honor high priority requests.

C5.4.4.4.3.1.1 Notify GSA immediately so items are not screened by Federal and Donation customers.

C5.4.4.4.3.2 All DOD type activities may screen in the GSA screening cycle with the exception of the following:

C5.4.4.4.3.2.1 LESO

C5.4.4.4.3.2.2 FMS

C5.4.4.4.3.2.3 HAP

C5.4.4.4.3.3 DOD Customers using GSA's FEDS. Department of Defense (DOD) requests for "Freeze Access" must be from an Accountable Property Officer. The letter/e-mail must state that the author is an Accountable Property Officer, requesting access for other individuals, and must be submitted on Activity letterhead or from a "mil" e-mail address. Requests for "Freeze Access" should also include address, phone number, e-mail address and DODAAC. DOD customers' "Screen Only" generic access codes have been established and available for each Military Service. Requests may be submitted to the FEDS Access Coordinator by e-mail (fedsaccess@gsa.gov) or by fax to (703) 305-7728 or by telephone to (703) 305-6923.

C5.4.4.4.4. Donation Allocation 5 Days

C5.4.4.4.4.1 For Donees only

C5.4.4.4.5. RTD 2 days

C5.4.4.4.5.1 All RTD customers may screen items

C5.4.4.4.6. Removal period for customers desiring to pick up their property. DOD/Special Program customers have 14 days, GSA customers have 19 days to remove property (starting day after date in the requisition).

C5.4.4.5. OCONUS Screening Cycle guidance: See Section 4, Supplement 2, RTD Program, Enclosure 2.

C5.4.4.5.1. Accumulation 1 to 4 Weeks

C5.4.4.5.1.1 DOD and Federal Civil agencies may screen, tag, remove

C5.4.4.5.2. DOD/GSA 21 Day Excess Screening

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C5.4.4.5.2.1 DOD and Federal Civil agencies may screen, tag, remove

C5.4.4.5.3. Donation 21 Day Surplus Screening

C5.4.4.5.3.1 Donation customers take priority. DOD and FCA customers may screen, tag, and remove; however, they cannot override donees.

C5.4.4.5.4. DOD customers have 14 days to remove property (starting day after date in the requisition).

C5.4.5. Tagging - Customers Placing Items on Hold

C5.4.5.1. Tagging is a manual process which is no longer used. DRMO employees will honor the first MILSTRIP in, unless the item requires a freeze action, i.e. FMS and special circumstances, such as support for Disaster Relief or Freeze to keep them from rolling to another Screening Cycle.

C5.4.6. Use of Want Lists

C5.4.6.1. DRMO employees are no longer required to maintain and manage manual DOD "Want List" of known customer requirements. Customers are responsible for maintaining their own automated Want Lists.

C5.4.6.1.1. Automated Want Lists are available by some DOD customers to match their needs against our inventory.

C5.4.7. Screening Cycles

C5.4.7.1. CONUS DRMOs (includes RCP)

C5.4.7.1.1. Using the RTD Internal and the GSA Xcess Xpress cycle

C5.4.7.1.2. Items enter a one (1) week Accumulation

C5.4.7.1.3. Fourteen (14) day DOD Internal Screening

C5.4.7.1.4. Twenty One (21) day GSA Screening for T/D

C5.4.7.1.5. Five (5) day Donation Removal period

C5.4.7.1.5.1 Two (2) days for RTD final screening. See Section 4, Supplement 2, RTD Program, Enclosure 2 for Screening Cycle Timeframe Chart.

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C5.4.7.2. OCONUS DRMOs

C5.4.7.2.1. Using Single Cycle

C5.4.7.2.1.1 One to three week Accumulation

C5.4.7.2.1.2 21 Day Formal DOD and Federal Screening

C5.4.7.2.1.3 21 Day Donation Screening (See Section 4, Supplement 2, RTD Program, Enclosure 3, for Single Cycle time frames.)

C5.4.8. Expedited Processing

C5.4.8.1. **Expedited Processing (EP). Use EP (except for property qualifying for International Sales) when all other options for handling increased workloads have been exhausted. EP is done on a case-by-case basis and only after prior coordination with and approval of the DRMS Reutilization Branch and the applicable GSA regional office for CONUS.** (section edited 15 Jun 06)

C5.4.8.1.1. DRMS must carefully consider each request since GSA does not have oversight of certain legislative mandated programs (i.e. Law Enforcement Support Office).

C5.4.8.1.2. A clear definition of excess and surplus shall be maintained.

C5.4.8.1.3. DRMOs are to prepare and send written request to the DRMS Reutilization Branch for approval/disapproval via e-mail at: [DRMS Expedited Processing@dla.mil](mailto:DRMSExpeditedProcessing@dla.mil), which is on the DRMS Global e-mail address.

C5.4.8.1.3.1 DRMOs request will include and define in this request, the following: impact, (i.e. storage, influx of turn-ins, resource constraints), FSC/FSG (specific or all property required to go on OP) and period of time planned to use EP, not to exceed six (6) months.

C5.4.8.1.4. Any request forwarded to DRMS Reutilization Branch for approval with verbiage "*Direct To Sale*" will not be approved. Processing excess property direct to sale is not authorized.

C5.4.8.1.5. Upon written approval from GSA Region, implement EP, inform all RTD customers of the change in the screening timeframes, the period of time under EP and the types/classes of property included in the approval.

C5.4.8.1.5.1 **If for any reason the GSA Region does not approve/concur with the request, DRMS-BBR will be responsible for elevating the issue to GSA for resolution.**

C5.4.8.1.5.2 **OCONUS request for expedited processing will need to receive written approval from DRMS-BBR**

C5.4.8.1.6. **DRMS-BBR will receive courtesy copy of approval/disapproval from GSA Regional Office.**

C5.4.8.1.7. **DRMS-BBR will maintain a master list of all DRMOs who are using EP for use in on-going management decisions.**

C5.4.8.2. **Expedited Processing Procedures**

C5.4.8.2.1. **Accumulate, screen and prepare for sale concurrently. There must be a minimum amount of Federal/donation screening and delineation made between excess and surplus property while it undergoes EP. Therefore, EP will consist of a shortened accumulation period; 14 calendar days for DOD/Special Programs/FCAs and 14 calendar days for donation screening will be allowed. The requesting activity is responsible for notifying the Performing Activity of the EP request.**

C5.4.8.2.2. **Process all receipts directly to the sales cycle for screening and sales preparation, using an Action code 'A', Accounting code 'A', and a Material Screening code of 'X'.**

C5.4.8.2.3. **All property will undergo the defined Federal and donation screening time frames as agreed upon by GSA. Under EP there is no "RTD2" period.**

C5.4.8.2.4. **Issue property on a "first come, first serve" basis, with respect for the customers appropriate screening cycle. Under EP, all issues to Federal and Donation customers will be on manually prepared SF122/123's.**

C5.4.8.2.5. **Under EP, all property must be manually added to the proper delivery order.** (section edited 15 Jun 06) by Guy Stutzman

C5.4.9. Recycling Control Point (RCP) Depot Screening and Tagging

C5.4.9.1. Reutilization, Transfer, and Donation customers fall under the same time frames applicable to the CONUS DRMOs for DOD Internal and Xcess Xpress.

C5.4.9.1.1. Federal and Donation customers must have a Letter of Authorization on file in the RCP Office.

C5.4.9.1.2. All RCP screening is done electronically.

C5.4.9.1.3. Customers who do not have on-line capability should telephone the RCP Reutilization Specialist for assistance.

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C5.4.9.1.4. The RCP program does not recognize tags.

C5.4.9.1.5. Federal and Donation customers must use GSA's FEDS for their internal tagging.

C5.4.10. Submit Freezes in DAISY

C5.4.10.1. A DAISY System Freeze is used to hold property for a customer until the requisition is received and to prevent another customer from submitting a MILSTRIP for items previously identified by DOD customers.

C5.4.10.2. The following freeze codes are used for DOD customers.

C5.4.10.2.1. Freeze Code 7 by DTID for quantity desired for all DOD customers except FMS.

C5.4.10.2.2. Freeze Code 9 by DTID for quantity desired for FMS.

C5.4.10.3. For lines with a quantity available greater than 1, multiple freezes can be applied.

C5.4.10.4. Items may only be frozen for customers only during their official screening cycles.

C5.4.10.5. CONUS Federal and Donation customer may freeze items in GSA's FEDS only.

C5.4.10.6. Lifting and canceling freezes is covered this section under Order/MILSTRIPs.

NOTE: System freezes prevent the electronic receipt of the requisition that the freeze was input against. Use freezes judiciously and encourage electronic requisitioning. If you freeze the property, request the customer fax, bring the requisition so the freeze can be cancelled.

C5.5. **Allocation and Approvals**

C5.5.1. Guidance for Allocation

NOTE: Allocation is the process that takes place between screening and the actual input of an order (MILSTRIP). Allocation is when the Accountable Supply Officer approves or disapproves the requested items from a screener. The APO has the authority to disapprove one customer's request and issue to another customer under his/her control. Allocation means the customer has been given the go ahead to submit a

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requisition for the items. Guidance in this chapter will be broken down into Reutilization, Transfer, and Donation for CONUS, OCONUS, and RCP.

C5.5.2. DRMO CONUS and OCONUS Reutilization/DOD, Transfer and Donation Customers Paragraph edited on 12 Oct 2006 by Guy Stutzman

NOTE: If there is any question as to whether or not the individual/transporter is in fact authorized to requisition and/or remove the property, the requisitioning customer must be contacted and the information verified prior to release. If verification can not be made and/or the DRMO feels this customer to be suspicious, the DRMO is required to report suspicious letters and individuals to DRMS Investigators, DRMS Fraud Counsel, or the DLA Hotline.

C5.5.2.1. The following procedures are applicable for all Worldwide DRMS operations unless given an exemption by DRMS Headquarters". Each instance will be reviewed on a case by case basis.

C5.5.2.2. These procedures will be enforced for all direct removals of DRMO property worldwide, to include DOD and the following special programs:

- C5.5.2.2.1. DOD Humanitarian Assistance Program (HAP)**
- C5.5.2.2.2. DOD or Service Museums**
- C5.5.2.2.3. National Guard Units**
- C5.5.2.2.4. Senior Reserve Officer Training Corps (ROTC) Units,**
- C5.5.2.2.5. Morale, Welfare and Recreation (MWR) Activities/Services**
- C5.5.2.2.6. Military Affiliate Radio System (MARS)**
- C5.5.2.2.7. Civil Air Patrol (CAP) and DOD Contractors**

C5.5.2.3. Allocating and approval authority resides with the Accountable Supply Officer.

C5.5.2.3.1. Letter of Authorization required in the Centralized File (<https://www.drms.dla.mil/drms/intranet/rtd/documents/centralizedfile.xls>) in standard letter format (see Section 4, Supplement 2, Chapter 5, Enclosure 1). The signed hardcopy original must be maintained at DRMS Headquarters. In accordance with the DLA Records Schedule, file number 630.45, the original copies will be maintained for a period of two years after the authority expires. DRMOs are not required to keep a copy of any letters of authorization, but may if they deem necessary. Customers should be directed to mail any updated or new letters to: Paragraph rewrite 11 May 2007 by Roy Sprunger

**DRMS Headquarters-BBR
Letter of Authorization-Centralized File
74 N. Washington Ave
Battle Creek, MI 49017**

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C5.5.2.3.1.1 The letter shall include, if applicable, the full name, activity, DODAAC, telephone number, address, and signature of supply officer and designees authorized to sign requisitions (for direct removal) on behalf of the accountable supply officer.

NOTE: DRMS Headquarters will contact activities they receive letters from not meeting these criteria.

C5.5.2.3.1.2 The letter MUST be on file **in the Centralized File** prior to the arrival of the person picking up the property and be dated less than one year from the current date. The person picking up the property may not hand carry the letter to the DRMO. **Edited 14 May 2007**

C5.5.2.3.1.2.1 **If a customer chooses to bring their letter in to the DRMO rather than mail them to DRMS Headquarters, the DRMO will scan a copy and email it to CentralizedFile@dla.mil. Added 14 May 2007**

C5.5.2.3.1.2.2 **The DRMO will receive an Approved or Disapproved email in return. If an approved email is received, the letter will be loaded into the centralized file and the original should be mailed to the above stated address. At the time the customer is approved they are able to make direct removal arrangements. If the letter is disapproved, a return email will provide detailed instructions on how the customer can correct their letter. No removals will be authorized until an approved letter is provided for the customer. Added 14 May 2007**

NOTE: In the event an answer is not received in a timely manner (e.g. due to time zone differences or other extenuating circumstances) from DRMS Headquarters, the DRMO Chief or Area Manager can make the decision to approve/disapprove the letter based on their determination of conformance with regulatory guidance. A copy of the letter must then be scanned and emailed to CentralizedFile@dla.mil and the original letter will be mailed to DRMS Headquarters. Added 14 May 2007

C5.5.2.3.1.3 The accountable officer designation shall be updated annually or as changes to the original designation are made, whichever occurs first. After a walk-in customer has physically screened items, he/she will take a copy of the DRMS Form 103 to his/her Accountable Supply Officer for review (allocation) and approval.

C5.5.2.3.1.3.1 The DOD walk-in customer may also access the DRMS RTD Web page, enter the items identified under MILSTRIP, and e-mail the request to their APO electronically.

C5.5.2.3.1.4 Direct pickup for allocated property, may be made by an individual with a valid identification and a DD Form 1348-1A and signed by the Accountable Supply Officer or authorized individuals listed in the letter. **Note: Temporary base security ID cards are not acceptable. Edited 1 Sep 2006 by Roy Sprunger**

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C5.5.2.3.1.5 Before release of the property, the following actions must occur for each removal:

C5.5.2.3.1.5.1 DRMO will contact POC number from the Letter of Authorization and request an email **unless the individual removing property is the Accountable Supply Officer or one of their designees from the Letter of Authorization, in that case ID verification will be sufficient.** Edited 1 Sep 2006 by Roy Sprunger

C5.5.2.3.1.5.1.1 To the DRMO address

C5.5.2.3.1.5.1.2 From an appropriate .mil, .gov, or other appropriate non-commercial email address

C5.5.2.3.1.5.1.3 With a cc: to the individual who signed the authorization letter) unless the confirming email is from that individual)

C5.5.2.3.1.5.2 This email must authorize the person picking up the property to remove the specific items(s) requisitioned.

C5.5.2.3.1.5.3 Item will not be released until confirming email arrives.

C5.5.2.3.1.5.4 Printed copy of email will be retained with requisition document.

C5.5.2.3.2. The Accountable Officer will remove lines from the list if the customer does not meet internal criteria or is not authorized to have the items.

C5.5.2.3.3. The customer has 14 days to return to the DRMO with approved requisitions/DD Form 1348-1As for items identified on the DRMS Form 103; however, encourage customers to notify the DRMO of transportation plans prior to the 14 day expiration.

C5.5.2.3.4. Should the customer fail to produce requisitions within the given time period, the item becomes available to another DOD customer, as long as it has not rolled into another screening cycle. This is done on a first-come (MILSTRIP or freeze), first-served basis.

C5.5.2.4. The following procedures will be enforced for all direct removals of DRMO property worldwide, by **Law Enforcement Agencies, Firefighters, and Computers for Learning (CFL) customers** . Added 26 Jul 2006 by Guy Stutzman

C5.5.2.4.1. **LESO and CFL will only have electronic requisitions – no walk-ins allowed.**

C5.5.2.4.2. **Customers must schedule pickups. When scheduling a pickup, the MEO or RGO employee will request information on who is authorized to pickup the property for the requisitioner.**

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C5.5.2.4.3. The requisitioner must provide the information in writing via a “Letter of Authorization to Remove Property” (see Section 4, Supplement 2, Chapter 5, Enclosure 8) from their office email address or via facsimile to the DRMO.

C5.5.2.4.4. The DRMO will attach a copy of the Letter of Authorization to Remove Property to the DD 1348.

C5.5.2.4.5. Property will only be released to those authorized individuals and/or transporters once proper identification has been furnished. Proper identification includes a driver’s license or government/company issued ID card.

NOTE: Temporary base security ID cards are not acceptable. If there is any question as to whether or not the individual/transporter is in fact authorized to remove the property, the requisitioning customer must be contacted and the information verified prior to release.

C5.5.2.5. Foreign Military Sales (FMS)

C5.5.2.5.1. Property is typically shipped to a pre-designated freight forwarder. There are two exceptions to this rule for FMS:

C5.5.2.5.1.1 The first is when an FMS customer is accompanied by one of the FMS Program Managers from HQ in Battle Creek. In those rare cases, the FMS Program Manager may approve the removal of property by the customer.

C5.5.2.5.1.2 Second, if the Program Manager is not physically present and an FMS customer wishes to pick-up property, the DRMO must call the FMS office in Battle Creek (DSN 661-5927 or DSN 661-7532). The Program Manager will send an e-mail with approval for direct removal by a designated individual. The DRMO may release the property to the customer once they have verified the customer’s ID matches the designated individual in the email.

C5.5.2.6. Transfer and Donation customers

C5.5.2.6.1. Release of Property:

C5.5.2.6.1.1 No release of property to Transfer or Donation customers is authorized unless the DRMO receives an automated DD 1348-1A (CONUS) or a faxed or e-mail copy of the approved SF 122/123 directly from GSA.

C5.5.2.6.1.2 The SF 122/123 must be signed by an authorized GSA regional representative, received independently via fax or e-mail from an identifiable GSA source (from a “gsa.gov” e-mail address or sent from a GSA fax machine).

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C5.5.2.6.1.3 **If there is any question about the validity of the SF 122/123, the DRMO is to contact the authorizing GSA representative for confirmation.**

C5.5.2.6.1.4 **DRMOs will not issue property to customers who hand carry a signed SF 122/123 with them unless there is an independent copy of the SF 122/123 received via fax or e-mail directly from GSA or the DRMO has an automated DD 1348-1A for the property.**

C5.5.2.6.2. **Scheduling pickups:**

C5.5.2.6.2.1 **When scheduling a pickup, the MEO or RGO employee will request information on who is authorized to pickup the property for the requisitioner.**

C5.5.2.6.2.2 **The requisitioner must provide the information in writing via a “Letter of Authorization to Remove Property” (see Section 4, Supplement 2, Chapter 5, Enclosure 8) from their office email address or via facsimile to the DRMO.**

C5.5.2.6.2.3 **The DRMO will attach a copy of the Letter of Authorization to Remove Property to the SF122/123.**

C5.5.2.6.2.4 **Property will only be released to those authorized individuals and/or transporters once proper identification has been furnished.**

C5.5.2.6.2.5 **Proper identification includes a driver’s license or government/company issued ID card.**

NOTE: Temporary base security ID cards are not acceptable. If there is any question as to whether or not the individual/transporter is in fact authorized to remove the property, the requisitioning customer must be contacted and the information verified prior to release.

C5.5.2.6.3. **Walk-Ins:**

C5.5.2.6.3.1 **Customers may screen property, send a requisition to GSA for approval and remove in one visit but only after the DRMO receives the approved 122/123 fax or e-mail directly from GSA.**

C5.5.2.6.3.2 **Person picking up property must be an authorized screener with a Federal Agency or screener identification card.**

C5.5.2.7. **Property Release Report** Added 4 Oct 2006 by Roy Sprunger

C5.5.2.7.1. **The Property Release Report is required to record transactions where a customer physically removes property from the DRMO. This report is not required for customers that are just screening property or for shipments sent out via the**

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TMO. Submittal of a Property Release Report is MANDATORY for each occurrence of a customer attempting to pick up property! Added 4 Oct 2006 by Roy Sprunger (I.e. a single customer removing multiple items or DTIDs would only require the submission of one report) The input of the Property Release Report should be done on the same day as the DAISY transaction. Appended 14 May 2007 by Roy Sprunger

C5.5.2.7.1.1 **From your web browser, go to <https://www.drms.dla.mil/prr/prrform>**

C5.5.2.7.1.2 **Select your DRMO**

C5.5.2.7.1.3 **Enter Customer's DODAAC**

C5.5.2.7.1.4 **Enter Customer's Name**

C5.5.2.7.1.4.1 **Customer's name is for the individual physically present, that the DRMO is validating.**

C5.5.2.7.1.5 **Select Customer Type**

C5.5.2.7.1.6 **Enter your name**

C5.5.2.7.1.7 **Select "Yes, this customer was APPROVED" or
"No, this customer was REJECTED"**

C5.5.2.7.1.8 **In the event that you reject a customer, you must select a reason for denial from the choices provided.**

C5.5.2.7.1.9 **If you would like to add comments regarding the transaction, you may do so in the comments box. Your comments are limited to 500 characters.**

C5.5.3. CONUS Transfer/Federal and Donation/State Agencies for Surplus Property

C5.5.3.1. All Federal and Donation customers are to use the GSA program called FEDS to identify items needed.

C5.5.3.2. GSA will in turn allocate items to customers. GSA notifies the customers of the property allocation. GSA allocating Regions are as follows:

C5.5.3.2.1. Centralized allocation at GSA Regions 4, 7, and 9.

C5.5.3.2.2. Region 4 will do allocations for Regions 1, 2, 3, and NCR.

C5.5.3.2.3. Region 7 will do allocations for Regions 5 and 6.

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C5.5.3.2.4. Region 9 will do allocations for Regions 8 and 10.

C5.5.3.2.5. Overseas allocations for donees by Regions 3, 7, and 9

C5.5.3.2.6. Specialized Commodities:

C5.5.3.2.6.1 Aircraft at Region 9

C5.5.3.2.6.2 Vessels at Regions 3 and 4

C5.5.3.2.6.3 Firearms at Region 8.

NOTE: DRMS/DRMO will not T&D the specialized commodities listed. Simply refer T&D customers to the appropriate GSA Region.

C5.5.3.3. Allocations will result in an approved SF 122 for Federal customers and a SF 123 for donees with signatures.

C5.5.3.4. The customers have 7 calendar days to return the authorized SF 122/123 to GSA.

C5.5.3.5. A requisition/MILSTRIP (DD 1348-1A) will be transmitted from FEDS to DAISY.

C5.5.4. OCONUS Transfer/Federal and Donation/State Agency for Surplus Property

C5.5.4.1. GSA has no overseas allocation authority; therefore, Federal Civil Agencies do not require approval from GSA on their SF 122s.

C5.5.4.2. Donation customers (State Agencies for Surplus Property) are represented by designated screeners, which are listed on a Letter of Authorization. They require allocation signatures from appropriate GSA Regional Offices.

C5.5.4.3. Customers have 14 days from screening to get allocation approval and provide SF 122/123.

C5.5.5. RCP (CONUS)

C5.5.5.1. The same rules apply to RCP as it does to CONUS DRMOs with one exception, Federal and Donation customers have 4 calendar days to return an authorized SF 122/123 to GSA.

C5.5.6. Allocation Quantities

C5.5.6.1. Is the quantity of items approved by the Accountable Supply Officer on the DD

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Form 1348-1A, SF 122 and SF 123.

C5.5.6.2. DRMO personnel are not authorized to increase this quantity without approval from the Accountable Supply Officer responsible for the document.

C5.5.6.3. Sometimes it is necessary to request an increase to the allocated quantity due to unit of issue per package or how items are palletized. In this case, the DRMO representative must do the following:

C5.5.6.3.1. Telephone the ASO responsible for the requisitioning document.

C5.5.6.3.2. If approved, write on the DD Form 1348-1A, SF 122, or SF 123, "Approved by, Name of ASO and the date."

NOTE: Many ASOs will not approve an increase in quantity; therefore, the pack must be broken down and/or another MILSTRIP cut for the increased quantity.

C5.5.6.3.3. This information needs to be written on the front portion of the issue document.

C5.6. Reutilization and DOD Processing

NOTE: Reutilization is the reuse of excess and FEPP to Department of Defense (DOD) and special DOD programs. Reutilization customers accomplish their screening through physical inspections at the DRMOs and/or through use of the DRMS Web Site or other web sites.

C5.6.1. Description of Reutilization Process - Terms

C5.6.1.1. The following terms are often used to describe the DOD Reutilization process.

C5.6.1.1.1. Reut is short for Reutilization and refers to a redistribution action for a DOD or Special DOD program.

C5.6.1.1.2. Requisition is the order for an item.

C5.6.1.1.3. MILSTRIP is the Military Standard Requisitioning and Issue Processing procedures outlined in the DOD 4000.25.1-M. It is not uncommon to hear a "MILSTRIP" has been produced for items, which refers to a requisition and the requisition form itself, DD Form 1348-1A.

C5.6.1.1.4. MRO stands for Material Release Order, which is another term for a MILSTRIP/DD Form 1348-1A.

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C5.6.1.1.5. Special-DOD programs refers to the eleven Quasi or specialized DOD programs, which by law or acts of Congress deems this group equal to DOD customers when acquiring DOD excess property.

C5.6.1.1.5.1 Many of the Special (Quasi) DOD programs have specific guidance on what they can get, signatures, contract numbers, etc.

C5.6.2. DOD Customers and Special DOD Programs

C5.6.2.1. DOD Customers include military and civilians working for the US Army, US Air Force, US Navy, US Marine Corps, US Coast Guard and DLA Agencies.

C5.6.2.1.1. DOD activities (other than Morale Welfare and Recreation Activities/Services), must request Military Service/Defense Agency excess and Foreign Excess Personal Property (FEPP) through servicing Accountable Supply officers or their designated representatives. DOD activities shall request only that property, which is authorized by the parent HQ or commands, and must consider costs incident to its acquisition, including transportation, support and repair costs, before requesting the property. Activities may not request quantities of property exceeding authorized supply retention limits.

C5.6.2.1.2. US Coast Guard requisitions shall originate from the Commandant, USCG HQ. Various USCG Commanders Maintenance and Logistics and Integrated Support Commands. Requisitions must include a citation as to the USCG directive authorizing the unit to obtain the property listed on the requisition. Individual floating and shore units of the USCG may be delegated authority to requisition excess personal property without USCG HQ approval. The delegating authority shall be indicated on all requisitions. The DRMO need not validate the authenticity of the authority but only the fact that such authorization appears on the requisition.

C5.6.2.1.2.1 Under HR 5005, Section 888, USCG has been transferred as an agency under the Department of Homeland Security. USCG provides its own fund citation for transportation.

C5.6.2.2. The Special Quasi DOD programs and activities usually have special requirements, which apply to screening and removal. These requirements will be listed throughout this volume of instruction.

C5.6.2.3. All DOD customers have valid DODAACs assigned to them.

C5.6.2.3.1. DODAAC validation can be done by accessing the DRMS Generator Installation Page <<http://www.drms.dla.mil/turn-in/>>, select DAAS Web Site.

C5.6.3. Requisitioning

C5.6.3.1. Requests from DOD activities for property on the DRMO's accountable records

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shall be prepared on DD Form 1348-1A/2 or submitted to the DRMO or DRMS as stated in DOD 4000.25-1-M. DD Form 1348 1A/2 may be found as a fillable form on Adobe Forms. Information regarding information that may appear on the 1348 is available in Section 4, Supplement 2, RTD Program, Enclosure 4.

C5.6.3.1.1. Requisitions may be submitted electronically through the DRMS Web site, other web sites, or through the Defense Automated Address System Center's (DAASC) autodiv.

C5.6.3.1.2. The requisitioner shall furnish an original and three copies, as a minimum for walk-ins/direct removals.

C5.6.3.1.3. DD 1348-1A/2 must contain a valid DODAAC.

C5.6.3.1.4. The DRMS Transportation Fund Citation P521.01 will appear on the DD Form 1348-1A for most customers.

C5.6.3.1.5. Customers may requisition single items from batchlots. DRMO personnel cannot require customers to remove entire batchlots when the customer does not want the entire batchlot.

C5.6.3.2. When shipping to DOD components or Federal Civil Agencies, DRMOs shall furnish a copy of the shipping document to the requisitioner separate from the shipment. Reference: DOD 4160.21-M, Chapter 5.

NOTE: For Federal Civil Agencies (FCAs), ensure the bill to address/fund cite is in the requisition. Instruct the Transportation Management Office to bill the Federal customer directly.

C5.6.3.3. The following Special rules apply to some DOD customers:

C5.6.3.3.1. The following Special DOD customers submit DD Form 1348-1As through automation and/or manually; however, they are required to pickup items or arrange transportation from the DRMO (RCP not included):

C5.6.3.3.1.1 LESO - Law Enforcement Support Office

C5.6.3.3.1.2 Counterpart (part of Humanitarian Assistance Office)

C5.6.3.3.1.3 Local DOD customers

C5.6.3.3.1.4 CAP - Civil Air Patrol

C5.6.3.4. Other special requirements:

C5.6.3.4.1. Coast Guard falls under the Department of Homeland Security. Their DD 1348-1As should contain their Fund Citation for Transportation. Process as you would any

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MILSTRIP requisition to Transportation Management Office or make available for pickup/direct removal should the customer be in the local area.

C5.6.3.4.2. DOD Contractors must have the following on the DD Form 1348-1A:

C5.6.3.4.2.1 Contracting Officer/COR approval.

C5.6.3.4.2.2 Each requisition must also contain the certification: *"For use under Contract(s) No _____."*

C5.6.3.4.2.3 The certification should be signed by an authorized official and should indicate his/her official title.

C5.6.3.4.3. MWRA - Morale Welfare and Recreation Activities. Requisitions shall contain:

C5.6.3.4.3.1 MWRAs/Service transportation fund cite Account Number.

C5.6.3.4.3.2 Signature of the MWRAs/Service Accountable Officer.

C5.6.3.4.3.3 Statement that property obtained without reimbursement shall be identified separately in accounting records from property for which reimbursements were made.

C5.6.3.4.3.4 The requisition shall include a statement that when such property obtained without reimbursement is no longer needed, it shall be turned in to the nearest DRMO and that no part of the proceeds from sale or other disposition shall be returned to the MWRAs/Services.

C5.6.3.4.4. MARS - Military Affiliate Radio System. When requested property is to be used for reclamation, written approval for such action must be obtained in advance from the MARS Chief in coordination with the Accountable Officer. Property requisitioned for reclamation shall be limited to material in Disposal Condition Code X or S.

C5.6.3.4.4.1 MARS items may be shipped to a DOD activity or picked up by personnel identified in accordance with pickup procedures.

C5.6.3.4.4.2 Items for reclamation may not be shipped, the customer must pickup.

C5.6.3.4.4.3 When the property is no longer needed by the MARS program; the accountable officer shall arrange for the equipment to be turned in to the nearest DRMO, if economically feasible.

C5.6.3.4.4.3.1 If it is not economically feasible to return; the MARS Accountable Officer shall include a statement that donation is not feasible and rationale for the

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finding and the property has no sales value. Reference: DOD 4160.21-M, Chapter 8, Abandonment and Destruction or Chapter 9, Disposal of FEPP.

C5.6.3.4.4.4 In CONUS, all requisitions must be originated and signed by the MARS Program Manager and processed through the accountable officer for MARS equipment.

C5.6.3.4.4.5 Outside CONUS, the authority to requisition and obtain excess and FEPP for the Army MARS program is vested in specific military commands. See DOD 4160-21M, Chapter 5, Issues to Special Programs and Activities.

C5.6.4. Reserve Officer Training Corps Clarification

C5.6.4.1. Senior ROTC is considered a DOD program and falls under the Special DOD category. Issues shall be made to the Accountable officer of the school concerned. Senior ROTC programs are co-located with Universities and Colleges; however, they are to be treated separately.

C5.6.4.2. Junior ROTC is not a DOD program. They fall under the Service Educational Activity Programs and go through their State Agency for Surplus Property as a donee. They are at the Junior High and High School level.

C5.6.5. Reimbursable Property

C5.6.5.1. See guidance next paragraph under Special Programs and Special Processes.

C5.6.6. Training Needs and Targets

C5.6.6.1. The lowest condition property readily available will be used to satisfy training and targets aids. Emphasis should be placed on obtaining DEMIL required property. See DOD 4160.21-M, Chapter 5.

C5.6.6.1.1. The following minimum actions shall be taken:

C5.6.6.1.1.1 The determination as to suitability, based upon condition, location, or both, rests with the DOD activity in need of the property.

C5.6.6.1.1.2 Issues of excess property for use in destructive testing or as training or targets shall be limited to material in DCC X or S. Requests for property in better condition codes better than X or S may not be honored until a full RTD screening cycle is completed, unless specific written justification is provided.

C5.6.6.1.1.3 Block 27 of the requisition (DD Form 1348-1A) shall contain the statement: "*To be used for (training aids/target practice).*"

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C5.6.6.1.1.4 The requesting DOD activity shall document how the property was selected and used.

C5.6.6.1.2. Exceptions:

C5.6.6.1.2.1 For items not controlled by DRMOs (such as aircraft and ships), requests for assistance shall be directed to the activity that has control of the property.

C5.6.6.1.2.2 For property with an acquisition line item value of \$1,500 or less, availability of suitable property at the serving or a nearby DRMO shall be considered sufficient search.

C5.6.7. Item Restrictions

C5.6.7.1. In most cases DOD customers may acquire most items including those with special handling requirements, hazardous material, and demilitarization required items; however, there are cases when all customers must be reminded of imposed restrictions. It is the responsibility of the DRMO/RCP/contracted representatives to make customers aware of the following restrictions when applicable. Additional information in this Section will provide guidance on Transfer and Donation restrictions.

C5.6.7.2. The following usually are the key reminders; however, this is only a partial list. DOD 4160.21-M, Chapter 4, lists all property requiring special processing.

C5.6.7.2.1. Safety Alert Latent Defect (SALD) items.

C5.6.7.2.2. Designated hazardous property prohibited items (see DOD 4160.21-M, Chapter 10 and Section 2, Chapter 8, Environmental Program).

C5.6.7.2.3. FSC 6505 drugs and biologicals

C5.6.7.2.4. **Although DOD 4160.21-M states that “DOD or Service Museums may obtain property from DRMOs for use, display, or exchange with the exception of historical artifacts, stockpiling of property obtained from the DRMO sources for future exchange is prohibited”, this guidance does not hold true until the moratorium is lifted.**

C5.6.7.2.4.1 **Under the moratorium, DOD or Service Museums may only obtain property needed to maintain the museums’ buildings and grounds, for day-to-day housekeeping operations or to maintain displays.**

C5.6.7.2.4.2 **DOD or Service Museums should not be confused with community museums acquiring property through the Loan, Donation or Exchange program. These are eligible customers under the Donation Program (see DOD 4160.21-M, Chapter 6). Added 10 May 2006**

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C5.6.7.2.4.3 DOD or Service Museums should not be confused with community museums acquiring property through the Loan, Donation or Exchange program. These are eligible customers under the Donation Program (see DOD 4160.21-M, Chapter 6).

C5.6.7.3. Reutilization of Hazardous Material (HM)

C5.6.7.3.1. Unless specifically designated in writing by DRMS Operations, Central/RIPL DRMOs are not authorized to pack or crate Hazardous Property (HP) shipped from the Central/Satellite DRMO. HP not packed/boxed properly for transportation must be packed/boxed by host installations (or contractors engaged by the host) through the ISSA. Designate in writing, DRMO persons qualified to certify/release HP for shipment.

C5.6.7.3.2. The following requirements apply for the RTD of HM:

C5.6.7.3.2.1 For unused/unopened HM, provide a copy of the Material Safety Data Sheet (MSDS) to all transfer/donation recipients.

C5.6.7.3.2.2 For opened/usable HM, provide a copy of the MSDS to each transferee/donee. In most cases, opened/usable HM, when discarded would be managed as a HW as defined by 40 CFR Part 261, Subpart C and D, should be received as a HW and RTD of opened/usable HM is not recommended. RTD should only be allowed in cases where there is a clear economic benefit associated with the disposition of opened/usable HM, such as bulk oil and fuels.

NOTE: Also see DOD 4160.21-M, Chapter 1, Opened Containers.

C5.6.7.3.3. Occupational Safety and Health Administration (OSHA) compliant labels, tags or markings must be affixed to all HM issued to transfer/donation customers by DRMS. There is no requirement for a specific OSHA label; however, the container must indicate the identity of the hazardous chemicals, the appropriate hazard warnings and include the name and address of the chemical manufacturer, importer or other responsible party.

NOTE: Exceptions to MSDS and OSHA labeling requirements are listed at 29 CFR 1910.1200.

C5.6.7.3.4. Transfer and Donation of Hazardous Waste (HW). Use DRMS Form 1930 (in Adobe), or an approved alternate form (see Hazardous Guidance), Sign certification, upon HW Transfer release. Complete a HW manifest and provide to the customer for all HW RTD releases. Manifest tracking is required.

C5.6.7.3.5. Releases that involve movement of Hazardous Property (HP) off government facilities. Certify all HP RTDS issues (except as noted) regulated by 49 CFR prior to release using the Hazardous Property Release checklist - DRMS Form 1943 (in Adobe Forms). File completed checklist with requisition/sales documents.

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C5.6.7.3.6. Prior to RTDS release notify the customer of the release requirements.

C5.6.7.3.7. 49 CFR 172.602, 172.603 and 172.604 require that emergency response information be provided to transporters, carried on transport vehicles and maintained at facilities where HP is received, stored or handled during transportation. Prior to release of HP:

C5.6.7.3.7.1 Require the carrier to have a current copy of the Emergency Response Guide (ERG) in the vehicle or provide copies of appropriate information to the carrier.

C5.6.7.3.7.2 Ensure that technical names are entered on shipping papers as required by 49 CFR 172.202, 172.203 and 172.602. The name should be entered in parentheses in association with the basic description. For example, "*Corrosive Liquid N.O.S. (Caprylyl Chloride)*." (N.O.S. - not otherwise specified).

C5.6.7.3.7.3 Provide the RTDS carrier (non-GBL) with the host 24-hour emergency response telephone number.

C5.6.7.3.7.4 Ensure GBL shipping papers for GBL shipments contain the host's 24-hour emergency response telephone number.

C5.6.7.3.7.5 Ensure the host's 24-hour emergency response telephone number is contained on shipping papers of other release types unless the transporter offers to use another 24-hour emergency response telephone number.

C5.6.7.3.8. Only personnel who have successfully completed DOT training requirements for hazardous materials employees, as required by 40 CFR Part 172 Subpart H, or an equivalent course of study, within the past 24 months, may certify the RTDS Hazardous Property Release.

C5.6.7.3.8.1 If qualified personnel are not available to certify HP for shipment, request host assistance. Questions concerning personnel authorized to release shipments or concerning DOT training requirements may be addressed to DRMS Operations.

C5.7. Special Programs and Special Processes

C5.7.1. DOD Computers for Learning

C5.7.1.1. General

C5.7.1.1.1. The DOD Computers for Learning (DOD CFL) Program enables DOD to transfer excess IT equipment to Pre-K through grade 12 schools, Educational Non-Profit Organizations and Minority Colleges via a DRMS web-based program. The DRMS program replaces the DOD Computers for School, Educational Institution Partnership Program (EIPP)

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that was overseen by the Defense Information Systems Agency (DISA). Before DOD excess IT equipment is allowed to be transferred to a school, it must be processed through the complete DOD screening cycle. DRMS Operations manages the program; DRMOs receive MROs for approved IT equipment.

C5.7.1.1.2. DOD IT equipment (FSG 70) with a DEMIL Code of A that is located in CONUS and has been accepted to a DRMO's accountability records is eligible for transfer within DOD CFL once DOD screening is complete and the inventory is not requisitioned by DOD.

C5.7.1.1.3. IT equipment is available on an "as-is" basis, without warranties on the part of DOD as to the condition of the equipment. Eligible equipment includes mainframes, minicomputers, microcomputers, modems, disk drives, printers and items that are defined within the Federal Supply Group 70 and are appropriate for use in CFL.

C5.7.1.1.4. Schools that are authorized transfer are responsible for coordination of arrangements involving the pickup or shipping of IT equipment.

C5.7.1.1.5. Activities generating excess IT. CFL is DOD excess only. Subject to GSA approval, FCAs may be able to designate IT equipment for a particular school, but the designation would not qualify for CFL. These requests would be transmitted through FEDS to the SASPs and treated as donations.

C5.7.1.1.6. Generating Activities can specify a school for intended transfer once DRMS has accountability of the equipment through the DRMS web CFL.

C5.7.1.1.7. Equipment not identified by a generating activity for a specific school will be made available to schools and educational non-profit organizations that are approved within CFL.

C5.7.1.1.8. Generators may access the DRMS web-based CFL program through a link on the RTD Home Page under "*Related Programs*." The CFL Program enables the generating activity to view the IT equipment that was turned-in under their DODAAC, and then designate that equipment to approved schools. The generating activity has 7 days to make this selection; otherwise the IT can be viewed by any eligible educational activity.

C5.7.1.2. Educational Institutions desiring excess

C5.7.1.2.1. Eligibility. The following are institutions eligible for consideration:

C5.7.1.2.1.1 A public, private or parochial school servicing pre-kindergarten through grade 12 students. An educational nonprofit organization is eligible if it is classified as tax-exempt under section 501© of the United States tax code and serves pre-kindergarten through grade 12. Schools and educational nonprofit organizations must be located within the United States of America and its territories.

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C5.7.1.2.1.2 Historically Black Colleges and Universities
C5.7.1.2.1.3 Minority Institutions

C5.7.1.2.2. Schools must register in the DRMS CFL and complete all POC and profile information in the DRMS CFL.

C5.7.1.2.3. Schools are to ensure that IT equipment transferred shall be used for student and faculty training, to augment existing IT equipment, to strengthen their infrastructure, or for other academic-related programs.

C5.7.1.2.4. All costs incurred in connection with the transfer of equipment through the CFL will be the responsibility of the school and include:

C5.7.1.2.4.1 Expenses incurred in connection with the school's inspection of the IT equipment at DOD sites.

C5.7.1.2.4.2 Cost of packing, crating, marking the IT equipment, and the cost of loading it on the carrier's conveyance for transportation.

C5.7.1.2.4.3 Cost of transportation of the IT equipment from DOD sites.

C5.7.1.3. Program Management

C5.7.1.3.1. The CFL is a DRMS web based-program. Generating Activities designate specific schools and schools indicate interest in excess IT by accessing the "CFL" program. From the DRMS Home Page, click on R/T/D. Scroll down the page, on the left side, under Related Programs will be the link for the CFL Program.

C5.7.1.3.2. DRMS Reutilization Branch manages the CFL program, approving equipment eligibility, validating schools' eligibility entered into the CFL and approving all transfers of equipment through the program.

C5.7.1.3.3. DRMS Reutilization Branch approvals are made at the end of the DOD screening cycle, prior to transmission to GSA FEDS. Any DRMO requests prior to Day 14 of the DOD screening cycle shall be honored. When a Generating Activity designates a school, the school will be notified electronically to verify interest.

C5.7.1.3.4. If the school refuses the offer of equipment, the equipment may be offered to other schools that have expressed an interest in like equipment.

C5.7.1.3.5. DRMS Reutilization Branch approves or disapproves transfer requests on-line generating a MILSTRIP to the Generating Activity and transfer authorization to the school.

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C5.7.1.3.6. The DRMO prints and processes the MROs daily.

C5.7.1.3.7. The authorized school is responsible for coordination with the Generating Activity in the removal of equipment.

C5.7.1.3.8. The authorized school has 14 days after receipt of authorization in which to remove the equipment.

C5.7.1.3.9. If the school does not remove the equipment within the allotted time period, the DRMO will contact DRMS Reutilization Branch to process the cancellation of the MILSTRIP. For more instructions, see Section 3, Information Technology.

C5.7.2. Foreign Military Sales

C5.7.2.1. FMS Freezes

C5.7.2.1.1. Receive e-mail request from DRMS-BBR (RTD) FMS Staff for availability and freeze action.

C5.7.2.1.2. Verify current property status in DAISY.

C5.7.2.1.3. Visually inspect property to ensure that condition code quantity, agree with the current system inventory records. Note property availability, changes of condition or quantity and notify DRMS-BBR (FMS) of any discrepancies.

C5.7.2.1.4. Make DAISY entries to freeze property for FMS. Use freeze code 9 and use case designator as customer ID. Property will remain frozen while an FMS case is prepared and processed for approval through Defense Security Cooperation Agency, Department of State and Commerce, and the US Congress. DRMS-BBR (FMS) will notify DRMO by e-mail when FMS case is approved and implemented.

NOTE: DRMOs are NOT authorized to release FMS freeze on property without approval from DRMS-BBR (FMS Staff).

C5.7.2.1.5. Establish FMS case file, labeled with DRMS-BBR (FMS) point of contact, country requesting and the case designator. Label as: 630.50 Foreign Military Sales Case Files. Case files relating to the authorized sale of excess property to foreign governments through the Foreign Military Sales Program. (Destroy 30 years after all aspects of the sale are complete).

C5.7.2.1.6. Notify DRMS-BBR (FMS Staff) if property is available/acceptable/unacceptable by return e-mail, within 2 workdays from date/time the request is received. Retain a copy of e-mail in the FMS Case file.

C5.7.2.1.7. Prepare Property Relocation Form (DRMS Form 152) and forward to PMB for relocation of property to a separate FMS storage area. Secure the property and plainly tag it for FMS with the DRMS-BBR (FMS) point of contact name and telephone number.

C5.7.2.1.8. Update DAISY location information.

C5.7.2.1.9. DRMS-BBR (FMS staff) will request DRMO to remove FMS freeze once FMS case is implemented. DRMS-BBR FMS will then either enter a MILSTRIP requisition for the property via the DRMS web site or request that the DRMO enter the requisition. If DRMO is to enter the requisition, DRMS-BBR FMS Staff will provide the requisition number, supplementary address, and signal code information. In this case DRMO will also prepare a DD Form 1348-1A for the source documentation and FMS Case file.

C5.7.2.2. FMS Transportation

C5.7.2.2.1. Since, in general, FMS customers are responsible for all transportation costs, most FMS shipments are sent out on a collect payment basis. DRMS-BBR, FMS staff will identify exceptions to this rule as they arise. Sensitive and some other FMS shipments may be made via the Defense Transportation System (DTS). For these shipments DRMS-BBR, FMS staff will provide separate instructions and fund citations. In case of doubt, contact DRMS-BBR, FMS staff for instructions. Transportation arrangements may be made by the DRMO or by the supporting Transportation Management Office.

C5.7.2.2.1.1 Transportation of FMS property is covered in Section 1, Chapter 2, Logistics, this guidance.

C5.7.2.2.2. Forward appropriate copies of DD Form 1348-1A and the 1348-5 if appropriate, to PMB for arrangement of shipping by Transportation Office. PMB must ensure a copy of the DD Form 1348-1A and the 1348-5 if appropriate, is included with the property when it leaves the DRMO for inclusion with the shipment. The "*Ship To*" block on the DD Form 1348-1A will normally provide shipping instructions, unless otherwise provided by DRMS-BBR, FMS staff via e-mail.

C5.7.2.2.3. Receive copy of the DD Form 1348-1A signed and dated by the transportation office.

C5.7.2.2.4. Request Transportation Office copies of bills of lading and any other release documentation once property is shipped. Follow up if necessary.

C5.7.2.2.5. Receive copy of completed shipping documents (DD Form 1348-1A) plus a copy of the Bill of Lading from Transportation Office. Distribute copies as follows:

C5.7.2.2.5.1 One copy to DRMS-BBR, Attn: FMS (Fax to DSN 661-4213).

C5.7.2.2.5.2 One copy to property accounting.

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C5.7.2.2.5.3 One copy to FMS case file.

C5.7.2.2.6. Update DAISY. Calculate FMS proceeds as follows:

C5.7.2.2.6.1 FMS Sales Cases: (NATO, Australia, New Zealand, South Korea)

C5.7.2.2.6.1.1 Extended Acquisition Cost x Condition Code percentage = Present Value.

C5.7.2.2.6.1.2 Present Value x 3.5% = PC&H charge.

C5.7.2.2.6.1.3 Present Value + PC&H charge = DAISY Proceeds.

C5.7.2.2.6.2 FMS Grant Cases: (all others)

C5.7.2.2.6.2.1 Extended Acquisition Cost x Condition Code percentage = Present Value.

C5.7.2.2.6.2.2 Present Value x 3.5% = PC&H charge.

C5.7.2.2.6.2.3 PC&H charge = DAISY Proceeds.

Figure 1 - FMS Condition Codes

<u>Condition Code:</u>	<u>Percentage:</u>
A1	50%
A4	40%
B1, B4, C1, C4, D1, D4	30%
D7, E7, F7, G7	20%
H7	10%
GX, HX	5%

C5.7.2.2.7. On rare occasions, property may be transferred on a no-fee basis. DRMS-BBR FMS Staff will provide appropriate instructions on a case-by-case basis.

C5.7.2.2.8. Once DAISY issue transaction processes correctly, consider the FMS transaction completed.

C5.7.3. Issues of Excess Personal Property to the Law Enforcement Support Offices (LESO).

C5.7.3.1. Distribution Branch/Section

C5.7.3.1.1. Follow screening procedures in Chapter 2, this instruction.

NOTE: LESO screeners are limited to one primary and one alternate screener per Drug Law Enforcement Agency (DLEA).

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C5.7.3.1.2. LESOs may requisition property in any FSG but are not authorized issue of M151 series jeeps. Hazardous property may be issued if the DRMO receives approval from DRMS Operations prior to release of material.

C5.7.3.1.3. LESO screeners should submit requests for property to their State Coordinator via the "LESO" web access program.

C5.7.3.1.4. Receive requisition document (DD Form 1348-1A) by MILSTRIP, mail or fax.

NOTE: Requisitions to fill local DLEA excess property requirements must contain an authorized LESO signature. (The signature of the state coordinator will be on the DRMS Form 103 when faxed to the LESO office and therefore is not required on the DD Form 1348-1A).

C5.7.3.1.5. Verify information on the DD Form 1348-1A is accurate. If requisition does not contain appropriate LESO approval, contact the LESO POC to ensure validity of the issue.

C5.7.3.1.6. With the exception of Night Vision Equipment (Radioactive Components), any item coded as DEMIL required will be clearly marked on the requisition document with the annotation that the item will be reported to the LESO for return to disposal when no longer required by the using DLEA.

C5.7.3.1.7. Obtain signature and date of individual the property is released to. The LESO will provide a letter to your DRMO prior to pick-up indicating individual authorized to screen/remove property.

C5.7.3.1.8. Process the requisition (DD Form 1348-1A).

C5.7.3.1.9. LESO customers are responsible for removing property or making arrangements for shipment.

C5.7.3.1.10. Provide a copy of the DD Form 1348-1A and GBL information to the applicable LESO when shipment is complete.

C5.7.4. Small Arms Approval Required.

C5.7.4.1. If a requisition is for a small arms end item (MSC S item), it must be approved by DRMS-BBR before issue. Forward requisitions received without approval to operations personnel in DRMS-BBR.

C5.7.5. Issuing Reimbursable Property at the DRMO

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C5.7.5.1. Receive requisition/transfer order for property (DTID) (see DOD 4000.25-M-1, Chapters 2 and 5).

C5.7.5.1.1. MILSTRIP (DD Form 1348-1A) (see DOD 4000.25-M-1, Chapter 4).

C5.7.5.1.2. GSA approved SF 122 or DD 1348-1A (see Chapter 6).

C5.7.5.2. Match requisition/transfer order to property (DTID).

C5.7.5.3. Verify property is reimbursable by checking for appropriation citation to be credited in the DTID.

C5.7.5.4. When the property is verified reimbursable, determine the amount to be reimbursed by one of the following methods:

C5.7.5.4.1. Negotiation between the requisitioner and the turn-in activity (preferred).

C5.7.5.4.1.1 The DRMO will advise the two parties to meet, settle on agreed price, and arrange for payment. If there is no agreement and the turn-in activity agrees, price may be developed as shown in fair market value below.

C5.7.5.4.1.2 If a price is agreed upon, the turn-in activity will dispatch a letter to the DRMO stating that an agreement had been made with the requisitioner and that the property should be released to the customer. Preferably the reimbursement will be made between the requisitioner and the turn-in activity without the intervention of the DRMO. Annotate the issue document that reimbursement was already accomplished and attach the letter from the generator to the issue document. However, if the turn-in activity desires the DRMO to handle the funds, the DRMO will mail the certified check (money order, cashier check) to DRMS, Attn: Cashier, 74 Washington Ave N, Battle Creek, MI 49017. Check made payable to the *US Treasury*.

C5.7.5.4.2. Fair Market Value. If negotiations fail, obtain the following information: The original cost price of the item, a good NSN (if available), or an FSC with a good description, or if no FSC can be determined, obtain a comprehensive description. Provide the above information to the Distribution Branch of the DRMO, to determine the sales history of the actual item or a like item and to obtain a fair market value.

C5.7.5.5. Process requisition/transfer order.

C5.7.6. Withdrawal From Sales For Reutilization Processing

C5.7.6.1. Receive DD Form 1348-1A for Inventory Control Point (ICP) or Not Mission Capable Supply (NMCS) requirement. All other requests require full justification (see DOD 4160.21-M, Chapter 7).

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C5.7.6.2. Determine status and type of sale of the item within the sales finalization cycle from interrogation of the system and process. Items in Record Status Code A, may be reutilized to units with NMCS request if approved for issue by the DRMO Chief or DRMO Designee. Once items are on a Commercial Venture Delivery Order or assigned an IFB, the following is required:

C5.7.6.2.1. Check approval level in the above reference.

C5.7.6.2.2. Note the sales referral/IFB and item numbers on a sheet of paper.

C5.7.6.2.3. Contact the sales function or DRMS Operations and inform them of the ICP/NMCS or emergency request.

C5.7.6.2.3.1 Provide the sales referral/IFB and item numbers along with other information they need to approve/disapprove the request for withdrawal.

C5.7.6.2.3.2 Prepare a DRMS Form 73 if requested, found in Adobe Forms.

C5.7.6.2.3.3 Note on a sheet of paper the name of person contacted, the date and other pertinent information needed for future tracking and attach the sheet of paper to the DD Form 1348-1A.

C5.7.6.2.3.4 CV representative will decide whether or not to release an item to the DOD customer with the NMCS request.

C5.7.6.2.4. File DD Form 1348-1A in sales withdrawal suspense file while awaiting approval/disapproval.

C5.7.6.2.5. Follow up daily or as needed until approval/disapproval is received.

C5.7.6.3. Receive notification of disapproval and process as follows:

C5.7.6.3.1. Pull DD Form 1348-1A from the sales withdrawal suspense file.

C5.7.6.3.2. Phone customer and advise of non-availability of property.

C5.7.6.3.3. Dispose the DD form 1348-1A and related papers when disapproved.

C5.7.6.4. Receive notification of approval and process as follows:

C5.7.6.4.1. Pull the DD Form 1348-1A from the sales withdrawal suspense file.

C5.7.6.4.2. Process according to paragraphs on MILSTRIPS this section.

C5.7.6.5. Check MSC Q list.

C5.7.6.5.1. If sales referral or IFB data had been added to the accountable record, the data must be re-input.

C5.7.6.5.2. The system will not allow an item to be placed in a closed accumulation.

C5.7.6.5.3. For single line item - perform a DTID restart (code the restart XAA and submit XS4).

C5.7.7. Not Mission Capable For Supply (NMCS) Requisition Processing

C5.7.7.1. Receive NMCS requisition inquiry from DRMS Operations.

C5.7.7.2. Prepare an original DRMS Form 103, found in Adobe Forms. Minimum information required is NSN, DTID No., quantity, Federal condition code and DEMIL Code.

C5.7.7.3. Obtain display location and record on DRMS Form 103.

C5.7.7.4. Inspect property to determine quantity available and verify Federal condition code. Record findings on DRMS Form 103.

C5.7.7.5. Notify DRMS Operations of findings recorded on DRMS Form 103 within the following timeframes:

C5.7.7.5.1. One hour by telephone when within CONUS.

C5.7.7.5.2. Four hours by priority message when outside CONUS.

C5.7.7.6. Retain DRMS Form 103 in Distribution Branch and suspend further action of the NMCS property pending receipt of NMCS Material Release Order (MRO) information from DRMS Operations.

C5.7.7.7. Receive notification that property is unacceptable or receive requisition data by telephone or message from DRMS Operations and process as follows:

C5.7.7.7.1. Retrieve DRMS Form 103.

C5.7.7.7.2. Record the following data on DRMS Form 103 or attach it to the DRMS Form 103.

C5.7.7.7.2.1 The MRO data as needed for DD Form 1348-1A or other authorized form.

C5.7.7.7.2.2 The "*in the clear*" Ship To address.

C5.7.7.8. Prepare NMCS MRO on DD Form 1348-1A in sufficient quantities for issue, packing and shipping actions of the NMCS shipment.

C5.7.7.9. Process as follows:

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C5.7.7.9.1. Mail one copy to the transferee stamped "*Advance Notice Copy*".

C5.7.7.9.2. *File one copy in the shipping suspense file after stamping "Advance Copy Mailed"* and annotating the date mailed. Attach the DRMS Form 103 to this copy.

C5.7.7.9.3. Forward remaining copies of MRO to the PMB for issue, packing and shipping within timeframes. See Section 4, Supplement 2, RTD Program, Enclosure 5.

C5.7.7.10. Receive copy of MRO from the PMB upon release to PCH&T.

C5.7.7.11. Receive verbal NMCS shipment confirmation data from the TO as follows:

C5.7.7.11.1. TCN or GBL number.

C5.7.7.11.2. Mode of shipment.

C5.7.7.11.3. Date of shipment.

NOTE: If the shipment confirmation data is not received from the TO within the specified timeframe, contact the TO personally and then contact DRMS NMCS representative with the results.

C5.7.7.12. Input shipment confirmation data.

C5.7.7.13. Provide the following to the DRMS NMCS representative verbally no later than 3 working days (CONUS DRMOs) or 5 working days (non-CONUS) from date of receipt of MRO data:

C5.7.7.13.1. NSN.

C5.7.7.13.2. Quantity shipped.

C5.7.7.13.3. TCN or GBL.

C5.7.7.13.4. MRO document number.

C5.7.7.13.5. Mode of shipment.

C5.7.7.13.6. Date of shipment.

C5.7.7.14. Refile in shipping suspense file.

C5.7.7.15. Receive a copy of the completed shipping document from TO.

C5.7.7.16. Pull shipping suspense copy and attach to matching MRO.

C5.7.7.17. File MRO and attached DRMS Form 103.

C5.7.7.18. If the items are in the GSA Screening Cycle, the DRMO must notify the GSA APO immediately of the request because the item is appearing in FEDS and Federal and

Donation customers will submit requisitions for items being issued to DOD.

C5.8. Transfer and Donation

C5.8.1. Transfer - Terms

NOTE: Transfer is the reuse of excess and FEPP to Federal Civil Agencies (FCA). Transfer customers accomplished their screening through physical inspections at the DRMOs and/or through use of the DRMS Web Site and FEDS.

C5.8.1.1. The following terms are often used to describe the Transfer process.

C5.8.1.1.1. FCA/OFA refers to the Federal Civil Agency or Other Federal Agency customers.

C5.8.1.1.2. Transfer document is the order for an item, which is a SF 122 or DD Form 1348-1A.

C5.8.1.1.3. MILSTRIP is the Military Standard Requisitioning and Processing procedures outlined in the DOD 4000.25-1-M. It is not uncommon to hear a "MILSTRIP" has been produced for items, which refers to a requisition and the requisition form itself, DD Form 1348-1A.

C5.8.2. Transfer Customers

C5.8.2.1. Transfer customers are made up of various Federal Civil Agencies, which fall under the oversight of the General Services Administration.

C5.8.2.2. Federal Agency means any executive agency or any establishment in the legislative or judicial branch of the Government (except Senate, the House of Representatives, and the Architect of the Capitol and any activities under his direction).

C5.8.2.3. GSA means the General Services Administration, acting by or through the Administration of General Services, or a designated official to whom functions listed in the Federal Property Management Regulations have been delegated by the Administrator of General Services.

C5.8.2.4. All FCAs have valid Activity Address codes (AACs) assigned to them.

C5.8.3. Donation

NOTE: Donation is the distribution of donateable property, which means surplus property under the control of an executive agency.

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C5.8.3.1. The Administrator of General Services may specify such property as donation from time to time.

C5.8.3.2. Transfer to Donee document is the order for an item, which is a SF 123 or DD Form 1348-1A.

C5.8.3.3. Donees under Xcess Xpress will submit a MILSTRIP through FEDS for items.

C5.8.3.4. GSA is the approving authority for Donation Customers.

C5.8.4. Donation Customers

C5.8.4.1. Donation customers are known as donees and fall under the control of the General Services Administration.

C5.8.4.2. Donees must go through their State Agency for Surplus Property (SASP) for approval.

C5.8.4.3. Donee means a service educational activity; a State, political subdivision, municipality, or tax-supporting institution acting on behalf of a public airport; a public agency using surplus personal property in carrying out or promoting for the residents of a given political area one or more public purposes, such as conservation, economic development, education, parks and recreation, public health, and public safety; an eligible non-profit tax-exempt educational or public health institution or organization; the American Red Cross; a public body; an eleemosynary institution; or any State or Local government agency, and any nonprofit organization or institution, which receives funds appropriated for programs for older individuals under the Older Americans Act of 1965, as amended, under title IV or title XX of the Social Security Act, or under titles VIII and X of the Economic Opportunity Act of 1964 and the Community Services Block Grant Act. Service Educational Activities (Junior ROTC, Boy Scouts, Girl Scouts, etc) are also fall under the donee category.

C5.8.4.4. Non-Eligible Customers

NOTE: *The American Legion and VFW are not eligible customers.* Note these customers may acquire historical type items through the military Loan and Donation Program. See DOD 4160.21-M, Chapter 6.

C5.8.4.5. All valid Donation customers will have Activity Address Codes (AAC) assigned to them.

C5.8.5. Transfer and Donation Screening

C5.8.5.1. Transfer. All excess and Foreign Excess Personal Property (FEPP) shall be made available for screening before donation, sale, or other disposal unless specifically

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underlined in DOD 4160.21-M, Chapter 4, Property Requiring Special Handling; Chapter 9, Disposal of FEPP; and Chapter 10, Environmentally Regulated and Hazardous Property.

C5.8.5.2. Donation Screening takes place throughout the screening cycle along with the FCAs; however, donees may only be allocated property by GSA once items reach the Surplus Release Date (SRD).

C5.8.5.3. Transfer and Donation Screening is accomplished by:

C5.8.5.3.1. Electronically through use of either the DRMS Web Site connecting the customer to GSA's FEDS program or by directly accessing FEDS.

C5.8.5.3.2. Through physical inspection/walk through at the DRMO site where the items are located.

C5.8.5.3.2.1 Transfer and Donation customer may NOT tag at CONUS Sites under Xcess Xpress rules.

C5.8.5.3.2.2 They may tag at OCONUS (FEPP) DRMOs.

C5.8.5.3.3. Remind customers during the time of screening, they are responsible for transportation. This does not apply to the Federal Civil Agencies acquiring items from RCP. Donees pay and arrange transportation, which includes DRMO and RCP items.

C5.8.5.3.4. Screening Cycle Guidance:

C5.8.5.3.4.1 Is available to view on the DRMS web site.

C5.8.5.3.4.2 This cycle is not available officially for transfer customers; however, items on the web, which do not include sensitive equipment, are available for screening to anyone accessing the DRMS web site.

C5.8.5.3.5. DOD 14 day screening:

C5.8.5.3.5.1 Available to view on the DRMS web site. Not officially available for transfer customers.

C5.8.5.3.6. Donee 5 Day Allocation period.

C5.8.5.3.6.1 For Donation Only. Not available to DOD or Transfer customers.

C5.8.5.3.7. DOD 2 Day.

C5.8.5.3.7.1 Available for DOD only.

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C5.8.5.3.8. OCONUS (FEPP) Screening Cycle guidance:

C5.8.5.3.8.1 Accumulation 1 to 4 Weeks (7 to 28 days).

C5.8.5.3.8.1.1 DOD and Federal Civil agencies may screen, tag, and remove.

C5.8.5.3.8.2 DOD/GSA 21 Day Excess Screening

C5.8.5.3.8.2.1 DOD and Federal Civil agencies may screen, tag, remove

C5.8.5.3.8.3 Donation 21 Day Surplus Screening

C5.8.5.3.8.3.1 Donation customers take priority. DOD and FCA customers may screen, tag, and remove; however, they cannot override Donees.

C5.8.5.3.8.4 Final Removal 7 Day period

C5.8.5.3.8.4.1 For Donation customer to remove items

C5.8.5.3.8.5 OCONUS - T&D customers have 14 days to remove items (starting day after the Julian Date in the requisition).

C5.8.6. Requisitioning or Ordering

C5.8.6.1. A request from Federal Civil Agencies and Donees is initially prepared in GSA's FEDS, which will result in a MILSTRIP/DD Form 1348-1A in DAISY at the DRMO. Requests are processed in accordance with DOD 4000.25.1-M guidance.

C5.8.6.2. GSA will provide a Standard Form 122 to the DRMO as part of the ordering process. The SF 122 will have the requisition number written across the top of the form, as well as, contain required signatures in Blocks 14a and 15a.

C5.8.6.2.1. GSA will provide a Standard Form 123 versus a SF 122.

C5.8.6.2.1.1 Donees must have signature approval on the SF 123 from both the State Agency for Surplus Property, as well as GSA.

C5.8.6.2.2. The GSA will also submit a MILSTRIP requisition in GSA's FEDS, which will result in a DD Form 1348-1A appearing in DAISY. Should the MILSTRIP not appear after a customer provides a SF 122/123, contact either GSA or DRMS Operations to determine why the MILSTRIP did not produce. Get approval or disapproval from either source to honor the SF 122.

NOTE: There are many factors involving cancellations, denials, and reallocations that hang items up in DAISY and will not allow a MILSTRIP be produced. In this case, releases are treated as walk-ins.

C5.8.6.2.2.1 DAISY MRO requires a 'T' in the first character of the Requisition Serial number used with a '77' Action/Accounting Code for Federal Agencies and a 'D' in the first character of the Requisition Serial number used with a 'VI' Action/Accounting code for Donation customers.

C5.8.6.3. Like the DOD customers, most Federal Civil Agencies are eligible to receive most items, including demilitarization items, unless otherwise specified in DOD 4160.21-M, Chapter 4. A demilitarization agreement will be made available to all Transfer and Donation customers when ordering DEMIL required property. Customers must agree to the terms, sign and date the written agreement. If GSA does not produce the needed statement, print out the DEMIL agreement, fill in needed information, provide a copy to the customer and submit a copy to DRMO files. See Section 4, Supplement 2, RTD Program, Enclosure 6, or a copy of the DEMIL agreement.

C5.8.6.4. FCA and Donees customers arrange pickup or transportation for items at the DRMO/Contractor sites.

C5.8.6.5. Under RCP DRMS ships items to the FCA customers (no pickup). This remains in affect until the MOA is rewritten between DRMS HQ and GSA.

C5.8.6.6. Under RCP Donees arrange and provide transportation.

C5.8.7. Transfer and Donation Restrictions.

C5.8.7.1. The following categories of property are not authorized for transfer nor donation:

C5.8.7.1.1. FSC 6505 drugs and biologicals.

C5.8.7.1.2. Designated hazardous property prohibited items (see DOD 4160.21-M, Chapter 10 and Section 2, Chapter 8, Environmental Program).

C5.8.7.2. Donees have more restrictions than DOD and Transfer customers and may not have the following:

C5.8.7.2.1. Foreign equity property

C5.8.7.2.2. Non-appropriated fund property

C5.8.7.2.3. Abandoned, privately owned property

C5.8.7.2.4. Military Assistance Property (MAP)

C5.8.7.2.5. Commissary Surcharge Property

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C5.8.7.2.6. Base Realignment and Closure (BRAC) Property. Excess personal property that does not qualify for transfer to a community or local redevelopment authority (LRA) for economic redevelopment of the installation will be turned into the DRMO for standard receipt processing and screening.

C5.8.7.2.7. Once the items enter GSA Screening Cycle, Surplus property requested by the community or LRA may be donated to the community or LRA. Donations to the affected community or LRA will:

C5.8.7.2.7.1 Have priority over donations for other purposes.

C5.8.7.2.7.1.1 Done in FEDS and GSA allocates.

C5.8.7.2.7.2 Be at the request of the closing base commander or authorized DOD official, through the appropriate State Agency for Surplus Property. (SASP).

C5.8.7.2.7.3 Meet the usage and control requirements of the applicable SASP. Dispose of property subsequently not needed by the community or LRA as required by the SASP.

C5.8.7.3. Transfer and Donation of Hazardous Material (HM). See C8.7.2 and C8.7.3.

C5.8.7.3.1. Unless specifically designated in writing by DRMS Operations, your Central/Satellite DRMO is not authorized to pack or crate Hazardous Property (HP) shipped from the Central/Satellite DRMO. Designate in writing, persons qualified to certify/release HP for shipment.

C5.8.7.3.2. The following requirements apply for the transfer/Donation of HM:

C5.8.7.3.2.1 For unused/unopened HM, provide a copy of the Material Safety Data Sheet (MSDS) to all transfer/donation recipients.

C5.8.7.3.2.2 For opened/usable HM (which remains HM if redistributed by transfer or donation) ensure that in addition to the MSDS, a hazardous waste profile sheet is also available to the customer. This applies to opened, usable HM (e.g., bulk items such as paints, solvents) which if not reused or recycled might be discarded as an HW because of being listed or exhibiting the characteristics of an HW as defined at 40 CFR Part 261 Subpart C and D.

NOTE: Also see DOD 4160.21-M, Chapter 10, Opened Containers.

C5.8.7.3.2.3 Used/opened RCRA HM that does not become HW if discarded by service contract (e.g., asbestos, most PCBs, some paints) does not require a waste profile sheet. Do not RTD these items unless you can provide an MSDS to the customer in addition to

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the chemical name of any hazardous contaminants and the noun name of any non-hazardous contaminants. The information on contaminants is required because an MSDS is not always valid for items that have been opened, as they may have become contaminated with constituents not reflected on the MSDS. Provide a lab analysis for PCB items to the RTD customer for those PCB items that require lab analysis for turn in. See Section 2, Chapter 8, Environmental Program.

C5.8.7.3.3. Occupational Safety and Health Administration (OSHA) compliant labels, tags or markings must be affixed to all HM issued to transfer/donation customers by DRMS. There is no requirement for an OSHA specific label; however, the container must include the following information: the identity of the hazardous chemicals, the appropriate hazard warnings and include the name and address of the chemical manufacturer, importer or other responsible party.

NOTE: Exceptions to MSDS and OSHA labeling requirements are listed at 29 CFR 1910.1200. These exceptions area also described in Section 2, Chapter 6, Sales Program.

C5.8.7.4. Transfer and Donation of Hazardous Waste (HW). Use DRMS Form 1930, or an approved alternate permitted form (see Section 2, Chapter 8, Environmental Program), upon HW Transfer release. Complete a HW manifest (see Environmental Section for preparation guidance) and provide to the customer for all HW RTD releases. Manifest tracking is required.

C5.8.7.5. Releases that involve movement of Hazardous Property (HP) off government facilities. Certify all HP RTDS issues (except as noted) regulated by 49 CFR prior to release using the Hazardous Property Release checklist - DRMS Form 1943 (see Adobe). File completed checklist with requisition/sales documents.

C5.8.7.5.1. Prior to RTDS release notify the customer of the release requirements.

C5.8.7.5.2. 49 CFR 172.602, 172.603 and 172.604 require that emergency response information be provided to transporters, carried on transport vehicles and maintained at facilities where HP is received, stored or handled during transportation. Prior to release HP:

C5.8.7.5.2.1 Require the carrier to have a current copy of the Emergency Response Guide (ERG) in the vehicle or provide copies of appropriate information to the carrier.

C5.8.7.5.2.2 Ensure that technical names are entered on shipping papers as required by 49 CFR 172.202, 172.203 and 172.602. The name should be entered in parentheses in association with the basic description. For example, "*Corrosive Liquid N.O.S. (Caprylyl Chloride)*." (N.O.S. - not otherwise specified).

C5.8.7.5.2.3 Provide the RTDS carrier (non-GBL) with the host 24-hour emergency response telephone number.

C5.8.7.5.2.4 Ensure GBL shipping papers for GBL shipments contain the host's 24-hour emergency response telephone number.

C5.8.7.5.2.5 Ensure the host's 24-hour emergency response telephone number is contained on shipping papers of other release types unless the transporter offers to use another 24-hour emergency response telephone number.

C5.8.7.5.2.6 Donation customers must sign a statement when receiving Hazardous Material, holding them responsible for the items they receive. See Section 4, Supplement 2, RTD Program, Enclosure 7.

C5.8.7.5.3. Only personnel who have successfully completed DOT training requirements for hazardous materials employees, as required by 40 CFR Part 172 Subpart H, or an equivalent course of study, within the past 24 months, may certify the RTDS Hazardous Property Release.

C5.8.7.5.3.1 Complete a refresher course or equivalent every 24 months per DLAR 4500.3, paragraph 33-7. If qualified personnel are not available to certify HP for shipment, request host assistance. Questions concerning personnel authorized to release shipments or concerning DOT training requirements may be addressed to DRMS Operations.

C5.8.8. Release of Vehicles

C5.8.8.1. A Standard Form 97, Certificate Title to a Vehicle must be provided to certain quasi-DOD (e.g. MARS, CAP, NAF, or USCG), Federal Grantees identified by GSA in writing, and Donees at the time a customer picks up the vehicle.

C5.8.8.1.1. SF 97 is a four part continuous blank form pre-printed with serial numbers and normally used by the DRMOs to account for vehicles transferred, donated, or sold.

C5.8.8.1.2. The completed SF 97 is furnished to the recipient of the vehicle as may be required or per request.

C5.8.8.1.3. Accountability of serial numbered forms is imperative to preclude their unauthorized use; therefore, the SF 97 will receive the necessary security normally afforded any controlled item/form.

C5.8.8.1.3.1 The SF 97 is designed normally for use with commercial vehicles such as passenger cars, multi-purpose passenger vehicles, trucks, trailers, motorcycles, buses, and similar wheeled vehicles, and for tactical vehicles released under the DLA LESO program. SF 97s will not be provided for military vehicles that are tracked, have a gross weight of more than 16,000 pounds, or for those that must be demilitarized. This includes vehicles prohibited for sale, such as M-151 Jeeps and HMMWV vehicles.

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C5.8.8.1.3.2 To ensure that vehicular-mounted equipment turned in to DRMOs either under the NSN of the mounted equipment assembly or of the vehicles, is properly and adequately processed for RTD screening, the following shall apply in the reporting and release of property meeting the reporting criteria:

C5.8.8.1.3.2.1 Regardless of the FSG appearing on the DTID, DRMOs shall code the receipt transaction to require submittal of the exception data. Exception data shall include the following:

C5.8.8.1.3.2.1.1 The description of the end item (NSN, or when locally assigned, best available description),

C5.8.8.1.3.2.1.2 The vehicle type and series,

C5.8.8.1.3.2.1.3 Its physical condition and estimated repair cost.

C5.8.8.1.3.2.2 DRMO processing transfer and donation issues where either the vehicles of the installed equipment alone (or not both) are requested, the DRMO shall ensure that disassembly is accomplished before release. Costs incidental to the disassembly shall be reimbursable from the recipient and shall be accomplished through DRMS.

C5.8.8.1.3.2.3 Public Safety. Public safety concerns occasionally require the destruction and/or mutilation of certain types of vehicles. See DOD 4160.21-M, Chapter 4 for listing specific guidance.

C5.9. DAISY and DRMS Web Site Functions

C5.9.1. Interrogations / Inquiries

NOTE: The interrogation processes described in this chapter are only those officially classified as RTD. DRMO personnel are encouraged and expected to use other research tools from other elements of DAISY (such as Marketing or Warehousing) whenever those tools are appropriate for RTD related research and inquiries. Descriptions of these tools are included in other sections in this guide.

C5.9.1.1. General:

C5.9.1.1.1. Use DRMO DAISY interrogations (sometimes called inquiries) to look up information about excess or surplus items. Customers can interrogate/inquire about items turned into DRMO and entered into the system. The information includes items available, their location, and where they are in the RTD screening cycle. You can enter an interrogation about items at either a specific DRMO or at all DRMOs.

C5.9.1.1.2. If requested items are not available at your DRMO:

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C5.9.1.1.2.1 Determine whether similar items are available. If so and it is feasible, contact the requisitioner to see if this will fill the need.

C5.9.1.1.2.2 Encourage customers to submit electronic “Wish” or “Want” lists using the [DRMS RTD Web site](https://www.drms.dla.mil/drms/intranet/rtd/rtd.htm). (<https://www.drms.dla.mil/drms/intranet/rtd/rtd.htm>)

C5.9.1.2. DRMS Web On-line (www.drms.dla.mil/)

C5.9.1.2.1. “On-line” interrogations are one-time inquiries about an item at one or all DRMOs. To interrogate about an item, you must know the NSN and/or DTID.

C5.9.1.3. Interrogating by DTID (DAISY)

C5.9.1.3.1. Use the DTID interrogation screen to look up the availability and status of an item when the DTID number is known. This screen provides information about items regardless of the DRMO at which they are located. The DTID interrogation screen can also display freezes and transfer orders applied to the DTID. To look up items by DTID, complete the following steps in DAISY:

C5.9.1.3.1.1 Access the *DRMO RTD Interrogation* menu.

C5.9.1.3.1.2 Access the *DTID Interrogation Request* screen.

C5.9.1.3.1.3 Type the *INTERROGATION RIC*. (4 characters). Type the 3 characters RIC and 1 character suffix, if not displayed.

C5.9.1.3.1.4 Press Enter. The system displays the DTID Interrogation screen.

C5.9.1.3.1.5 Type in the *DTID Number*. (14 or 15 characters) Type the DTID number of the item for which information is requested.

C5.9.1.3.1.6 Press F3. Displays the DTID Interrogation screen with information about the DTID requested. If you want to view freezes or transfer orders for materiel on this DTID, go to step “h.”

C5.9.1.3.1.7 Access the *Freeze Customer ID/Transfer Order* menu. Press [F2] to display the Freeze Customer ID/Transfer Order menu within the DTID Interrogation screen.

C5.9.1.3.1.8 View *Freezes or Transfer Orders* applied to the DTID Number. To view Freeze Customer Ids with the corresponding freeze code, type 1. To view Transfer Orders applied to this DTID, type “2.”

C5.9.1.4. Interrogating by NSN (DAISY)

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C5.9.1.4.1. This type of interrogation lists all material with the same NSN, by DTID, in the inventory of the accountable DRMO from which the interrogation is made. Use the NSN Interrogation to look up information about material at a DRMO when the NSN is known. To interrogate by NSN, complete the following steps.

C5.9.1.4.2. By NSN at the DRMO:

C5.9.1.4.2.1 Access the *DRMO RTD Interrogations* menu.

C5.9.1.4.2.2 Access the *NSN Interrogation By DRMO* screen.

C5.9.1.4.2.3 Type the *INTERROGATOR RIC* (3 characters) If the system already displays the RIC, go to step “d.”

C5.9.1.4.2.4 Press Enter, This displays the NSN Interrogation for DRMO screen.

C5.9.1.4.2.5 Type the NSN. (13 characters) - The NSN is in three parts: type the FSC, press *Enter*, next type the NIIN and press *Enter*. If the two characters of additional data is known, type the additional data and press *Enter* one more time.

C5.9.1.4.2.6 Press F3. This displays the NSN Interrogation for DRMO screen filled with information for all material having the same NSN. To request another NSN Interrogation, press F3 and type the next NSN.

C5.9.2. NSN Interrogations

C5.9.2.1. By NSN (Customized):

C5.9.2.1.1. This NSN Interrogation is accessed through a Property Search screen on the DRMS Web Site. To see materiel currently available and the NSN, Group, FSC, or product name is known, use this interrogation. It can be customized to search for materiel having specific characteristics. To interrogate by NSN, complete the following steps under defined screening cycles: Reutilization (DOD), Transfer, or Donation.

C5.9.2.1.1.1 Access the *Web Site/Property Search*. See [RTD Web Page](#). Click on Property Search.

C5.9.2.1.1.2 Search by *FSC, NIIN, or Product Name*.

C5.9.2.1.1.3 Type the *NATIONAL STOCK NUMBER (NSN)*. (13 characters). To list all DTIDs with this NSN, go to step “f.” To define the interrogation, go to step “d.”

C5.9.2.1.1.4 Select either the DRMS search by:

C5.9.2.1.1.4.1 General Search (DRMO locations listed alphabetically)

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C5.9.2.1.1.4.2 General Search (DRMO locations reflected by Forward Support Teams (FSTs))

C5.9.2.1.1.4.3 Commodity Search (DRMO locations reflected by FSTs, inventory grouped by commodity.)

C5.9.2.1.1.5 Expanded Search for customers to upload a file in order to search for up to 10,000 NIINS.

C5.9.2.1.1.6 To further define the search, go to step "d."

C5.9.2.1.1.7 Type optional information to further define the property of interest. Press [Tab] to move the cursor past the fields not applicable for the search.

C5.9.2.1.1.7.1 *MINIMUM DOLLAR VALUE* (1-7 characters) Type the Minimum Dollar Value of the items wanted. For example, if only items valued at \$1,000 or more are wanted, type 1000.

C5.9.2.1.1.7.2 *FEDERAL CONDITION CODE* (2 characters). Type the Federal Condition Code to display interrogation results with the specific or higher condition code.

C5.9.2.1.1.8 Press Enter. This displays the NSN Interrogation Response screen. If the request shows multiple screens of information, click on the next block of lines listed to view the next screen.

C5.9.2.2. Notification of Results

C5.9.2.2.1. Notify requesting agency/individual of the Web output results.

C5.9.2.2.2. If assets area is available, provide the following:

C5.9.2.2.2.1 Usable: NSN and DTID number(s)/quantity on hand.

C5.9.2.2.2.2 Name, address and telephone number of the DRMO(s) holding the asset on accountable records.

C5.9.2.2.3. Request the customer input his/her requisition via the DRMS web site or provide this information to the local DRMO.

C5.9.2.2.4. Advise the requester if assets are not available.

C5.9.2.2.5. File printed Web output for future reference and follow-up. After 60 days, purge each previous file monthly.

C5.9.3. File Maintenance Inventory Imbalance Report and MSC Q Report and Restarts

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(DAISY)

C5.9.3.1. The Inventory Quantity Imbalance Report is mostly use by the RTD specialists to monitor status of property on a weekly basis. The RTD specialists should be using the report to identity problems with property as they occur and correcting those problems in a timely manner. This report is used prior to ESD.

- C5.9.3.1.1. Access *DRMO DAISY* main menu.
- C5.9.3.1.2. Access *Inquiries*.
- C5.9.3.1.3. Access *Interactive Reports*.
- C5.9.3.1.4. Access *RTD Inquiries*.
- C5.9.3.1.5. Access *Inventory Quantity Imbalance* Report.

C5.9.3.2. MSC Q Report. Run this report on a weekly basis at ESD and look for items where the quantity available does not match the quantity on hand. Retrieve this report from 'Access Reports.' It is also created in the Consolidated Inquiry.

- C5.9.3.2.1. Access *DRMO DAISY* main menu.
- C5.9.3.2.2. Access *Inquiries*.
- C5.9.3.2.3. Access *Interactive Reports*.
- C5.9.3.2.4. Access *RTD reports*.
- C5.9.3.2.5. Access *MSC Q* report.

C5.9.3.2.5.1 With the implementation of CV2, a system change was made to reduce the number of DTID restarts required when quantities on hand/available did not balance and the record went to MSC Q. With this change, a record will not go to MSC Q if a quantity is frozen by means of a MILSTRIP requisition or DEMIL challenge, providing the requisition is denied, issued, or freeze lifted at End of Screening (ESD).

C5.9.3.2.5.2 Under CV2, the remaining quantity or quantity on hand will retain all CV IFB/accumulation information until the items hits ESD.

C5.9.3.2.5.3 Under these circumstances, an issue or a denial of the requisition is all that is needed to bring quantities back to balance.

NOTE: Denials should only be used when the item meets one of the categories listed in the Management Codes, i.e. Material Not Available; Material Not In Condition requested; Material in Sales; Material Demilitarized prior to MILSTRIP, etc.

C5.9.3.3. To assist in working problem items at ESD, run a *MILSTRIP DAILY WORKLIST* report form the RTD Menu everyday. A report called *INVENTORY QUANTITY IMBALANCE REPORT* can also be run by accessing the RTD Inquiries options of the Interactive Reports Menu, along with the *INVENTORY IN MSC "Q" REPORT*.

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C5.9.3.4. DAISY will not allow an item to be placed in a closed accumulation.

NOTE: Items must be made available to the GSA screening customers.

C5.9.3.4.1. If the accumulation is already closed, there are two options:

C5.9.3.4.1.1 Initiate the restart and code the item "XAA" (directly to sales) if the item has undergone GSA screening.

C5.9.3.4.1.1.1 The item will no longer be in an RTD Screening accumulation on the inventory. Re-input the accumulation number by performing a sales referral (XS5) in DAISY using the accumulation number.

C5.9.3.4.1.1.2 The record will be moved to RSC "A".

C5.9.3.4.1.2 Do not perform the Restart. Use when item has not been made available to GSA Cycle.

C5.9.3.4.1.2.1 Notify Property Management Branch to physically remove the items from its accumulation and relocate it in an open accumulation.

C5.9.3.4.1.2.2 Perform a DTID Restart (it must be recorded on a DRMS Form 1983 and input by the APO) and input the new Screening Accumulation number, along with the new storage location.

C5.9.3.4.1.2.3 Code the restart "LNA" or "NNA," as appropriate.

C5.10. Transfer Orders

C5.10.1. General Explanation - Transfer Orders

C5.10.1.1. Transfer Orders are documents from Federal Civil Agencies and donation customers. Since the implementation of Xcess Xpress at CONUS DRMOs, Transfer Orders are used for signature copies, presented by the customer. The DD Form 1348-1A should also be posted in DAISY. Periodically, there are cases where a MILSTRIP does not process, with a customer holding a SF 122/123 with a Requisition Number assigned to it for pick up at a DRMO under the DOD Internal/Xcess Xpress process. DRMO personnel should honor the SF 122/123 and notify GSA immediately. Where possible, a DD Form 1348-1A should be provided. DRMS is working with Federal Civil Agencies and the National Association of State Agencies for surplus property to change the OCONUS requisition process for transfer and donation customers. Until policy and systems are changed, DRMO personnel should be familiar with the processing of SF 122s and SF 123s.

C5.10.2. Instructions for Receipt of Transfer Orders

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C5.10.2.1. Receive approved SF 122 for transfer to other Federal Civil Agencies or SF 123 for transfer to authorized agencies for donation.

C5.10.2.1.1. CONUS DRMOs should telephone GSA APO if a MILSTRIP has not been processed, but the customer holds an SF 122/123 and the item is still available for transfer.

C5.10.2.1.1.1 If in doubt, telephone DRMS Operations for guidance.

C5.10.2.1.2. OCONUS will honor SF 122/123. The customer does not have to process a DD Form 1348-1A when acquiring from OCONUS DRMOs.

C5.10.3. Procedure for Processing SF 122

C5.10.3.1. Review the SF 122 for the following:

NOTE: CONUS DRMOs must look for a Requisition Number written across the top of SF 122.

C5.10.3.1.1. Block 1 - Order Number.

C5.10.3.1.2. Block 2 - Date requisition was prepared.

C5.10.3.1.3. Block 4 - OFA's identity.

C5.10.3.1.4. Block 5 - DRMO's name and address.

C5.10.3.1.5. Blocks 6, 7, 8, 10, 11 & 12 - Information as needed to ship or indicate local pickup in block 6, unless it is known that local pickup is to occur.

C5.10.3.1.6. Block 13 - NSN/LSN, DTID Number, unit of issue, quantity. If reimbursement is required, fund cite (may be reflected in block 10). This block must contain the DEMIL code. If DEMIL is required, have the customer sign the DEMIL agreement if GSA has not provided it.

C5.10.3.1.7. Block 14 - GSA APO's signature.

C5.10.3.1.7.1 A GSA signature is not needed when FCAs acquire items from OCONUS DRMOs.

C5.10.3.2. CONUS DRMOs do not construct a 14-character transfer order number. OCONUS DRMOs will construct a transfer order number. Input a 'T' in the 11th position of the Transfer Order number for Federal Civil Agencies used with a '77' Action/Accounting Code and input a 'D' in the 11th position of the Transfer Order number for Donation Customer used with a 'VI' Action/Accounting Code.

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C5.10.3.2.1. CONUS DRMOs under Xcess Xpress will see the requisition number on the SF 122 when the customer arrives at the DRMO. GSA will create and annotate on the SF 122.

C5.10.3.2.2. OCONUS DRMOs must use information from blocks 1, 2, and 4 of the SF 122 as follows:

C5.10.3.2.2.1 Agency code - 6 characters. Obtain the first 2 or 4 characters from list of Federal Civil Agency/Bureau codes listed in [the DAISY CAT Book](#) (Go to DRMS Home Page, click on Publications, then choose CAT Book.) The remaining characters may be zeros or any alpha/numeric characters from Block 1.

C5.10.3.2.2.2 Julian date - 4 characters. The Julian date equal to GSA approval date.

C5.10.3.2.2.2.1 OCONUS - date customer signed SF 122.

C5.10.3.2.2.3 Serial number - 4 characters. The last or any 4 characters from Block 1. Eleventh position must be a 'T' for Federal Agencies and a 'D' for Donees.

C5.10.3.2.3. Go to C.5.10.4.1.7 below.

C5.10.4. Instructions for Processing SF 123 for Donation.

C5.10.4.1. Review the SF 123 for the following:

C5.10.4.1.1. Block 1 - Order number.

C5.10.4.1.2. Block 2 - Donee's Identity.

C5.10.4.1.3. Block 8 - Location of the property. Actual location to include warehouse or building number, street address, city, state, and zip code.

C5.10.4.1.4. Block 9 - Holding Agency. Agency having accountability and administrative control. It may or may not be the same as Block 8.

C5.10.4.1.5. Block 11 - Pickup or shipping instructions.

C5.10.4.1.6. Block 12 - NSN/LSN, DTID Number, DEMIL Code, Quantity & Unit. Code or statement identifying special handling requirements, if any apply.

C5.10.4.1.7. Block 13a/b/c, 13a/d/e, or 14a/b/c - Donee's name, signature and date.

C5.10.4.1.8. Block 14e/f - GSA APO/s signature and date or other authorized means.

C5.10.4.2. OCONUS DRMOs will construct a 14 character transfer order number:

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C5.10.4.2.1. CONUS DRMOs under Xcess Xpress will find the transfer order on the SF 123. GSA assigns a transfer order number and annotates it on the SF 123.

C5.10.4.2.2. OCONUS sites must use the information from blocks 1, 2 and 14f of the SF 123, as follows:

C5.10.4.2.2.1 Agency code - 6 characters.

C5.10.4.2.2.1.1 State Agency - Obtain the first 2 characters, state codes from the CAT Book, by use of information in block 1. The 3rd character is always "X". The remaining characters can be zeros or any alpha/numeric characters.

C5.10.4.2.2.2 Julian date - 4 characters. The Julian date, equal to that in block 14f.

C5.10.4.2.2.2.1 Serial number - 4 characters. The last or any 4 characters from block 1. Eleventh position must be a 'T' for Federal Agencies and a 'D' for Donees.

NOTE: *Service Educational Activities must contact their State Agencies for Surplus Property (SASP) to acquire surplus property.*

C5.10.4.2.3. OCONUS - Annotate the transfer order number in the top margin of the SF 123.

C5.10.5. Common Processes for SF 122 /123

C5.10.5.1. OCONUS - Pull matching DRMS Form 103 from Transfer order awaiting approval file, obtain the DRMO's control listing or obtain/access other means of controlling issues.

C5.10.5.1.1. Match SF 123 to DRMS Form 103 or other means of control to identify data missing from paragraph A2/5 above. Annotate missing data on SF 122/123 or attach DRMS Form 103 if it has missing data. Ensure the location of property on SF 122/123.

C5.10.5.2. Resolve invalid/incomplete Transfer Orders by telephoning GSA, OFA or SASP. If the SF 122/123 is cancelled, ask the GSA APO if they plan on reallocating the item(s), if so, they could modify the request for items located at CONUS DRMOs. If the SF 122/123 is cancelled, do the following:

C5.10.5.2.1. Prepare original and copy of DRMS Form 58, Property Reutilization Communiqué form (see Adobe Forms) indicating why the SF 122/123 was cancelled.

C5.10.5.2.2. Send original DRMS Form 58 and copy of SF 122/123 to GSA Region Office.

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C5.10.5.2.3. File copy of DRMS Form 58 and the original SF 122/123 in requisition denial/cancellation file.

C5.10.5.2.4. If property is located at a RIPL, the Central DRMO must notify and send a copy to the RIPL for information purposes and to update screening lists.

C5.10.5.2.5. Annotate screening list to reflect that property is available for issue.

C5.10.5.2.6. Pass picking slips to transfer order issue process.

C5.10.5.3. When the property is available for pickup, notify the customer of the property pickup procedures and provide the schedule for pickup.

C5.10.5.4. If the SF 122 provides a fund citation and shipping instructions:

C5.10.5.4.1. Mark date sent to shipping and "*advance copy mailed*" on a copy of the SF 122, and then file it in shipping suspense file.

C5.10.5.4.2. Mark "Advance Notice" on a copy of the SF 122/123 and mail it to the OFA.

C5.10.5.4.3. Forward the SF 122 to property management or to RIPL site. Must be correct number of copies needed for Transportation Management to ship.

C5.10.5.5. If the SF 122/123 shipping instructions are "pickup", phone or fax a notice to the OFA/Donor advising that the customer must remove the property in 14 calendar days.

C5.10.5.5.1. If only a phone call is made, annotate the date and name of person contacted on the SF 122/123 or on a sheet of paper to be attached to the SF 122/123.

C5.10.5.6. Date stamp the SF 122/123 and place it in the customer pickup suspense file.

C5.10.5.6.1. If property is a Central/Main DRMO, place a copy in the customer pickup file.

C5.10.5.6.2. If property is at a RIPL, send the SF 122/123 to the site where the property is located.

C5.10.5.6.3. If the property has not been picked up in 14 days, do the following:

C5.10.5.6.3.1 Pull the transfer orders from the customer pickup files and stamp "*PROPERTY NOT REMOVED.*"

C5.10.5.6.3.2 File the stamped SF 122/123 for a reasonable period of time (1 month) and then destroy.

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C5.10.5.6.3.3 Notify GSA APO that the customer failed to pickup.

C5.10.5.7. Process picking slips (optional) for FEPP sites.

C5.10.5.7.1. A picking slip is a printed notice to advise that an item is to be pulled from its storage location for issue on a transfer order.

C5.10.5.7.1.1 A picking slip is automatically produced each time DRMO personnel establish, modify, or cancel a transfer order line number in DAISY. Picking slips are output daily by local printer sequenced by site location code, then storage location code.

C5.10.5.7.1.2 There are three types of picking slips:

C5.10.5.7.1.2.1 Initial Picking Slip. This is a product of the establishment of a transfer order line number. It is the first picking slip produced for that transfer order line number and it notifies the DRMO personnel to pull the quantity specified for issue on a transfer order.

C5.10.5.7.1.2.2 Modified Picking Slip. This is produced by the modification of a transfer order line number. It is produced only after an initial picking slip was output for that transfer order line number, and reflects a change in quantity (normally an increase) from the Initial Picking Slip.

C5.10.5.7.1.2.3 Cancel Picking Slip. This is produced by the cancellation of a transfer order line number. It is produced only after an Initial Picking Slip (and possibly a Modified Picking Slip) was output for that transfer order line number. It notifies DRMO personnel that the item will no longer be transferred and should be returned to an appropriate storage location.

C5.10.5.7.1.3 Process picking slips as follows:

C5.10.5.7.1.3.1 Receive daily picking slips from local printer.

C5.10.5.7.1.3.2 Review and sort picking slips as appropriate.

C5.10.5.7.1.3.3 Provide picking slips to warehousing function for pull and/or relocate items for shipment.

C5.10.5.7.1.3.4 Receive from warehousing function all picking slips with annotations of action taken.

C5.10.5.7.1.3.5 Pass picking slips to transfer order issue process.

C5.10.5.7.1.4 When the property is available for pickup, notify the customer of the proper pickup procedure and deadline for when it must be picked up. As an option, use a rubber stamp on a copy of the SF 122/123.

C5.10.5.7.1.4.1 Annotate the SF 122/123 with the date the customer was notified.

NOTE: FCAs, State agencies and other donees are responsible for removing property or for making arrangements with a common carrier for its removal. DRMO will not act as an agent or shipper in the removal of donated property unless we can bill to customer fund cite provided.

C5.10.5.7.1.5 If material is located at RIPL, forward the SF 122/123 to the site for notice and placement in the customer pickup file. Pull the corresponding SF 122/123 copy from the transfer order suspense file, annotate accordingly and re-file.

C5.10.5.7.1.6 Review daily FCA and Donation customer Pickup Notices:

C5.10.5.7.1.6.1 CONUS - notify GSA and request a cancellation action.

C5.10.5.7.1.6.2 OCONUS - notify customer and request a cancellation action.

C5.10.5.7.1.6.3 Pull SF 122/123 from overdue pickup file.

C5.10.5.7.1.6.4 Annotate the SF 122/123 and copies with "*Customer failed to removed property.*"

C5.10.5.7.1.6.5 Pull the corresponding SF 122/123 copy from the transfer order suspension file.

C5.10.5.7.1.6.6 Mail annotated SF 122/123 to the appropriate GSA APO or allocating office.

C5.10.5.7.1.6.7 File original SF 122/123 in the SF122/123 cancellation file and destroy remaining copies. Hold original for a reasonable length of time (1 month) then destroy.

NOTE: GSA and/or allocating authority may be notified by telephone prior to mailing the SF 122/123 copy, but copies must be returned to confirm failure to pickup property. Maintain items in freeze or transfer order status, if required by GSA, to assure availability for reallocation.

C5.10.5.7.1.7 Prepare the required number of copies of the release/shipping document, DD Form 1348-1A or SF 122/123 to ship/release property.

C5.10.5.7.1.8 Process as follows when SF 122 property is available for release to transportation (i.e. RCP or other special arrangements in a case-by-case basis):

C5.10.5.7.1.8.1 Ensure property has correct condition code.

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C5.10.5.7.1.8.2 Annotate shipping document with the date offered or delivered to PCH&T, and file one copy in the pickup or shipping suspense file.

C5.10.5.7.1.8.3 Forward remaining copies of shipping document to property management function or commercial activity contractor, as appropriate.

NOTE: Follow host agreement and meet necessary packaging and crating functions.

C5.10.5.7.1.8.4 Annotate PC&H charges on the shipping document when PC&H is accomplished by the DRMO.

C5.10.5.7.1.9 Surplus donated HM must have the following statement on the SF 123 and it must be signed by an agent of the receiving organization:

C5.10.5.7.1.9.1 *"I (we) hereby certify that the donee has knowledge and understanding of the hazardous nature of the property hereby donated and will comply with all applicable Federal, State, and local laws, ordinances, and regulations with respect to the care, handling, storage, shipment, and disposal of the hazardous material(s). The donee agrees and certifies that the Government shall not be liable for personal injuries to, disabilities of, or death of the donee or the donee's employees, or any other person arising from or incident to the donation of hazardous material(s) or its final disposition. Additionally, the donee agrees and certifies to hold the Government harmless from any and all debts, liabilities, judgments, costs, demands, suits, actions, or claims of any nature arising from or incident to the donation of the hazardous material(s), its use, or final disposition."*

C5.11. **PROPERTY RELEASED/ISSUED** Added 11 Jan 2007

C5.11.1. Process AR0 (Material Release Confirmation)

C5.11.1.1. **Process AR0 (Material Release Confirmation) when the item is released/delivered to the packing, crating, handling and transportation (PCH&T) activity or the Transportation Management Office (TMO). General Processing instructions reference: DRMS-I 4160.14 – Section 2, Chapter 2, Page 146.**

C5.11.1.2. **Process all R/T/D transactions into the accountable records within 3 working days after removal/release of property for issue.**

C5.11.2. Enter AE6 transaction

C5.11.2.1. **Enter AE6 transaction for items placed in awaiting TMO removal holding area at the DRMO (this only applies to DRMO holding property for an extended period of time i.e. two weeks or greater). General Processing instructions reference: DRMS-I 4160.14 – Section 2, Chapter 2, Page 144.**

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C5.11.2.2. The AE6 with HY Status notifies the Reutilization customer and the system, that property has been released to the transportation office (awaiting TMO).

C5.11.2.3. Items in the awaiting TMO area also require a Location Change for they remain on the DRMO inventory until. The items remain on the inventory until the AR0 is processed.

C5.11.2.4. Shows DRMO staff processed the requisition in a timely manner and will allow DRMS/DRMO personnel to track the time period items await transportation.